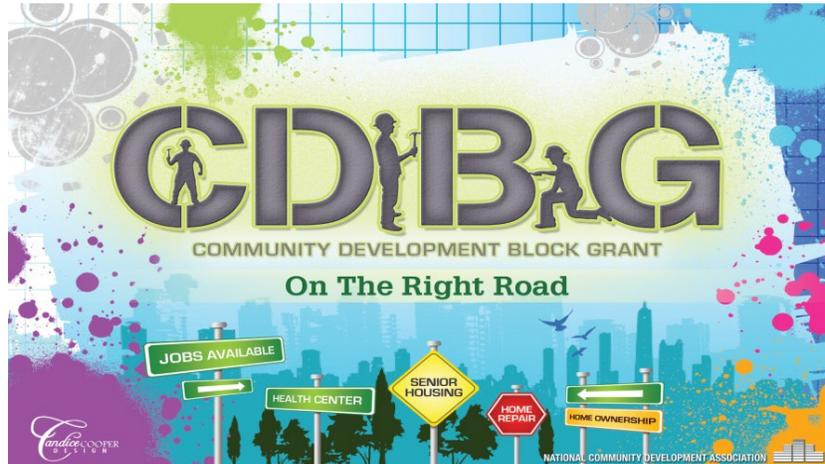




MIAMI-DADE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REQUEST FOR APPLICATIONS (RFA)



FY 2026

Funding Categories:

- Public Service
- Public Facilities and Capital Improvements (Participating Municipalities only)
- Economic Development
- Housing

**Release Date:
February 11, 2026**

**Version:
FINAL**



Miami-Dade County
Department of Housing and Community Development (HCD)
701 NW 1st Court, 16th Floor – Miami, Florida 33136



THE COMPLETE FY 2026 REQUEST FOR APPLICATION CAN BE FOUND ONLINE
AT:
<https://www.miamidade.gov/global/housing/requests.page>

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APPLICATION DISCLAIMER

Applicants are encouraged to check the Miami-Dade County Department of Housing and Community Development (HCD) Department website for updates to the FY 2026 Community Development Block Grant (CDBG) Request for Applications (RFA), as information may be subject to change between the draft and final release.

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

This solicitation is subject to the award of funds from the United States Department of Housing and Urban Development (HUD). **CDBG FUNDS ARE APPROPRIATED BY THE FEDERAL GOVERNMENT. THIS AMOUNT OF FUNDING IN THIS SOLICITATION IS AN ESTIMATE AND SUBJECT TO CHANGE BASED ON THE AMOUNT OF FUNDS THAT ARE RECEIVED FROM HUD. AS A RESULT, ANY AWARD MADE FROM THIS RFA MAY BE REDUCED OR RESCINDED BASED UPON THE ACTUAL AMOUNT OF FUNDING RECEIVED FROM HUD.**

This RFA reflects the goals of the Consolidated Plan submitted to HUD for fiscal years 2025-2029.

- For purposes of this RFA, the application period is **February 11, 2026, through March 4, 2026.** Any applications submitted after the deadline will **not** be accepted.
- Comments and questions may be submitted in writing until **February 18, 2026**, to the attention of Lakisha Gray, Interim Division Director, Housing and Community Development (HCD), 701 NW 1st Court, 14th Floor, Miami, Florida 33136 or via e-mail to: communitydevelopmentservices@miamidade.gov
- **Only applications submitted through HCD's online grants software, Neighborly, will be considered for funding. NO EXCEPTIONS.**
- Applicants must score a minimum of **70 points**, to be considered for funding. At a minimum, an application must meet Minimum Threshold (see page 11) to be considered for scoring.

HCD 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.

RFA ATTACHMENTS

ATTACHMENTS ARE AVAILABLE IN THE APPLICATION LIBRARY

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INTRODUCTION

The Miami-Dade County Department of Housing and Community Development (HCD) administers Miami-Dade County's HUD Community Development Block Grant (CDBG) program. In this FY 2026 Request for Applications (RFA), HCD is soliciting applications to fund activities with CDBG funds, particularly activities located in Eligible Block Groups within the North, Central and South regions of Miami-Dade County and areas most susceptible to flooding, as designated on the flooding Vulnerability Map (see Attachment 1).

This RFA is part of the FY 2025-2029 Consolidated Plan and HCD is seeking applications to address high priority needs identified by Miami-Dade County residents and stakeholders as stated in the FY 2025-2029 Consolidated Plan.

- Funds awarded from HUD are allocated to not-for-profit community-based development organizations, community development corporations, community-based organizations, municipalities, 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 2025 area median income for Miami-Dade County is \$79,400. For CDBG purposes moderate-income is defined as 80% of the area median income.
- If an entity is 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.
- The Special Economic Development program (SPED) administered by HCD is not soliciting applications in this RFA.
- Ordinance 14-26 requires contractors on construction projects over \$1 million, for public buildings, public works or projects on County owned lands, to submit a Responsible Contractor Affidavit; to provide the Office of Occupational Safety and Health Administration (OSHA) ten (10) hour safety program training to all persons employed by the contractor; and achieve an aspirational goal of 51 percent of all construction labor hours performed by Miami-Dade County residents.

The following information describes the objectives and requirements of the CDBG program, including definitions, eligible activities and expenses, national objectives, and estimated funding availability for FY 2026. Please note that at this time the amount of funding available has not yet been announced by HUD. As such, the estimated funding availability in this draft RFA is based on the prior year's allocation.

FY 2026 AVAILABLE FUNDING

The following categories are identified for funding in this RFA:

The following CDBG activity categories are eligible for for funding in this RFA:

Public Service Activities

- Public Service
- Public Service - Technical Assistance to Small Businesses

Public Facilities and Capital Improvements

- Available to Participating Municipalities only

Economic Development

- Micro-Enterprise and Special Economic Development Lending
- Business Incubator Assistance Program
- Technical Assistance to Small Businesses – Economic Development

Housing

- Homeowner Rehabilitation
- Water and Sewer Connections

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

<u>Estimated FY 2026 CDBG Funds by Category</u>		
FY 2026 CDBG RFA	Estimated Amount	% of Grant
Public Service (General)	\$195,000.00	1%
Public Service – Technical Assistance to Small Businesses	\$450,000.00	3%
Public Facilities and Capital Improvements (for Participating Municipalities only)	\$600,000.00	5%
Economic Development – Technical Assistance to Small Businesses	\$900,000.00	7%
Economic Development – Micro-Enterprise and Special Economic Development Lending	\$1,305,000.00	10%
Economic Development – Business Incubator Assistance Program	\$650,000.00	5%
Housing – Homeowner Rehabilitation	\$500,000.00	4%
Housing – Water and Sewer Connections	\$250,000.00	2%
Set-Asides		
Public Service – Commission District Fund *	\$1,326,000.00	10%
Economic Development and Housing – Commission District Fund*	\$383,648.00	3%
Special Economic Development (SPED)	\$1,000,000.00	8%
Public Housing Rehabilitation	\$2,961,261.60	23%
HCD Administration	\$2,630,227.40	20%
Total	\$13,151,137.00	100%

***Commission District Fund (CDF) allocations will be awarded by the members of the Board of County Commissioners (BCC). CDF funds will not be competitively awarded. The BCC is encouraged, but not required, to select entities who have applied through the RFA process for a funding award.**

DEFINITIONS

Activity Delivery Costs (ADC): ADC are those allowable costs incurred for implementing and carrying out eligible CDBG activities. All ADC are allocable to a CDBG activity, including direct and indirect costs integral to the delivery of the final CDBG-assisted activity.

Audit Report: When the requirements of 2 CFR Part 200 Subpart F apply, an audit shall be conducted for each fiscal year for which federal awards attributable to this Agreement have been received by the Awardee. Each audit shall include a fiscal review, which includes a validation of all program generated income and its disposition, especially attributable to CDBG funds, an internal control review, and a compliance review as described in 2 CFR Part 200. A copy of the audit report in triplicate must be received by HCD no later than six months following the end of the Awardee's fiscal year.

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 HCD. Credit underwriting will assist HCD 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. Applicants may be responsible for the cost of this analysis.

Commission District Fund: The Board of County Commissioners (BCC) are allocated a percentage of CDBG funds to award. District Commissioner award funds through a non-competitive process in the Public Service Category, Economic Development or Public Facilities/Capital Improvements. The members of the BCC are encouraged to award funds through the RFA process but are not required to do so.

Community Based Development Organization (CBDO): Generally, new construction housing is not eligible under the CDBG program. However, an entity defined as a CBDO is eligible to carry out new construction activities. The eligible groups include neighborhood-based organizations, section 301(d), Small Business Investment Companies (SBIC), Local Development Corporation (LDC), and Community Housing Development Organizations (CHDO). These organizations must be undertaking a neighborhood revitalization, community economic development or energy conservation project as part of a larger effort to revitalize the neighborhood. The applicant must meet the definition outlined in Section 105(a) (15) of the Housing and Community Development Act and §570.204.

Community Land Trust (CLT): Community Land Trust, 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.

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 (IRS), Department of Labor (DOL), and the Department of Housing and Urban Development (HUD).

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.

Direct Expenses: Expenses that can be identified specifically with the CDBG activity and can be directly assigned to such activities relatively easily with a high degree of accuracy. Typical direct expenses charged directly to a CDBG award are the compensation for the time employees work on the CDBG activity award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the CDBG activity. If directly related to the CDBG activity, certain costs that otherwise would be treated as indirect costs may also be considered direct costs. Examples include extraordinary utility consumption, the cost of materials supplied from stock or services rendered by specialized facilities, program evaluation costs, or other institutional service operations.

Disabled: Persons who are classified under the Bureau of the Census definition of "severely disabled". Under this definition, persons are classified as having a severe disability if they: (a) used a wheelchair or had used another special aid for 6 months or longer; (b) were unable to perform one or more functional activities or needed assistance with an Activity of Daily Living or Instrumental Activity of Daily Living; (c) were prevented from working at a job or doing housework; or (d) had a condition including autism, cerebral palsy, Alzheimer's disease, senility, or mental retardation. Finally persons who are under 65 years of age and who are covered by Medicare or receive SSI are considered to have a disability (and a severe disability). Functional activities include seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking. Activities of daily living include getting around inside the house, getting in and out of bed or a chair, bathing, dressing, eating, and toileting. Instrumental Activities of Daily Living include going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone.

Eligible Block Group: an area that is eligible to receive Community Development Block Grant funds, as depicted in the map included in the FY 2025-2029 Consolidated Plan. The CDBG-eligible block group map divided the County into southern, central, and northern regions. An interactive version of the map is available at <https://miamidade.live/CDBGViewer> .

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 HCD.

Gap Funding: The difference between the total project cost the funding available for the project at the time of application.

Geographic Location: When scoring applications, the County will give priority to activities located in and/or serve Participating Municipalities and Eligible Block Groups. Applications must describe how these areas and the residents will be served by the proposed activity.

Indirect Expenses: Expenses of doing business that are not readily identified with proposed the CDBG activity but are necessary for the general operation of the organization and the activities it performs. Typical examples of indirect expenses may include rent, the costs of operating and maintaining facilities, general administration, and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

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.**

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 an Eligible Block Group.

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. HCD 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. **HCD may deem an application as non-responsive and ineligible for scoring and funding if organizational and financial capacity is not demonstrated.**

Participating Municipalities: Small cities that have elected to participate in Miami-Dade County's CDBG program. The Participating Municipalities for Fiscal Years 2024-2026 are: Biscayne Park, Hialeah Gardens, North Miami Beach, Surfside, Coral Gables, Doral, El Portal, Golden Beach, Key Biscayne, Medley, Miami Shores, Miami Springs, North Bay Village, Opa-Locka, Pinecrest, South Miami, Sunny Isles Beach, Sweetwater, Virginia Gardens, and West Miami.

Priority Needs: Activities must address a high priority need as identified in the County's forthcoming FY 2025-2029 Consolidated Plan. Applications must describe how the priority needs will be addressed and provide supporting data. For the list of the Priority Needs, refer to the County's FY 2025-2029 Consolidated Plan.

Public Facilities and Capital Improvements: Public Facilities and Capital Improvements (PFCI) include all facilities and improvements that are publicly owned and open to the general public. If Participating Municipalities are seeking CDBG funds for a PFCI project already under construction, please note that per 24 CFR Part 58.22 funds cannot be committed to an activity until the related environmental clearance is completed.

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.

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.

Responsible Wages and Benefits: The BCC 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 being performed without regard to skill.

Section 3: A provision of the Housing and Urban Development Act of 1968 designed to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Readiness to Proceed: The extent to which a construction project is in the advanced stages of development planning. Ready to proceed means that the project can commence construction with laborers immediately and is past the planning, engineering, and funding stages. More specifically, the Environmental Site Assessment report (Phase I and/or Phase II) are completed with a “No Further Action” recommendation, construction plans and specifications have been completed and approved by all local agencies, full funding of the construction phase is available (less the GAP funding requested) and construction is ready to start within 30 days of closing of financing, pending the selection and award of the general contractor within 120 days from the contract execution date with HCD.

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 HCD may be accepted as evidence of site control for this RFA. 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.

Special Economic Development Lending: Per 24 CFR 570.203 – Special economic development activities include: construction, acquisition, rehabilitation reconstruction of installation of commercial or industrial buildings, structures and other real property equipment and improvements including railroad spurs or similar extensions. The provision of assistance to a private for-profit business including but not limited to loans, grants, technical assistance, or other forms of support.

Subrecipient: A public or private nonprofit agency, authority, organization, or a for-profit entity authorized under §570.201(o), receiving CDBG funds from the recipient or another subrecipient 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 nonprofit 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).

Subsidy Layering Review: An analytical process that determines the amount of Government (public) financing necessary and the reasonableness of cost allocations. The Applicant will be responsible for the cost of this analysis; however, this is a reimbursable expense).

Supporting Documentation: Written documentation or evidence that provides relevant and verifiable information to support items stated in the application.

Threshold: Minimum requirements that must be satisfied for the application to be responsive. Per Resolution No. R-630-13 applicants are required to provide a detailed project budget, sources and uses statement, certifications as to past defaults on agreements with non-County sources and clear a due diligence check prior to a funding commitment. **Due Diligence checks will be performed up until the time of recommendations for award of funds, and findings will be reported to the BCC.**

Timely Completion: Applicants must demonstrate that they have a history of completing projects in a timely manner. For CDBG activities, **timely manner is defined as within one year, except for construction-related projects, which may allow up to two years for completion.**

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 HCD contract that have either 1) failed to demonstrate achievement of the National Objective, or appropriate performance measures under their existing CDBG, HOME, NSP, ESG and/or Section 108 loan agreements as well as SHIP and Surtax contractual requirements; or 2) are currently in a delinquent payment status with their existing County contracts; or 3) are in breach of an existing contract, shall be ineligible for funding under this RFA. THIS IS A MINIMUM THRESHOLD ITEM.**

Vulnerability Ranking: The Miami-Dade County Consolidated Plan for FY2025-2029 provided a map that ranks Eligible Block Groups by vulnerability based on income and other socio-economic factors (see Attachment 1). The map ranks eligible block groups into five color coded groups: the most vulnerable 20 percent of EBGs (red), the second most vulnerable 20 percent of EBGs (orange), the third most vulnerable 20 percent of EBGs (yellow), the fourth most vulnerable 20 percent of EBGs (light green) and the least vulnerable 20 percent of EBGs. A scoring preference is provided in portions of this RFA for projects and activities that serve the most vulnerable EBGs. An interactive version of this map is available at: <https://miamidade.live/CDBGViewer>

ELIGIBILITY

Minimum Threshold Requirements

All applicants must pass a Minimum Threshold Analysis to be considered for funding. The Minimum Threshold Analysis consists of the following requirements:

1. The applicant must submit a Detailed Activity Description/Scope of Services
2. The applicant must submit a Detailed Budget and Sources and Uses Statement
3. The applicant must demonstrate Site Control of the proposed activity location(s)
4. The applicant must pass a Due Diligence Review, as per Resolution No. R-630-13
5. The proposed activity must meet a HUD National Objective
6. The proposed activity must be a CDBG-Eligible Activity

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

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 will not 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.

Eligibility Requirements

- HCD 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.
- HCD 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/.
- HCD will adhere to Resolution No. R-630-13 approved by the Miami-Dade County BCC on July 16, 2013, requiring HCD to complete and report a due diligence investigation on all applicants using the Due Diligence Checklist. **Unless expressly authorized by the County Mayor or the County Mayor's designee, any entity NOT clearing the Due Diligence Investigation will NOT be recommended to the Board for funding.**
- An applicant may be disqualified from consideration for funding in this RFA based on poor performance or non-compliance on any other projects with HCD.
- 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), HCD has the discretion to rule the project as being ineligible and any funds awarded and/or expended shall be recaptured.

CDBG Program Category Funding Allocation, Expenditure, and Limitation Policies

- To ensure geographic coverage throughout Miami-Dade County, applicants may not request more than 20% of the total funds available in the following categories: Public Service, and Public Service-Technical Assistance to Small Businesses.
- To ensure geographic coverage throughout Miami-Dade County, applicants may not request more than 50% of the total funds available in the following categories: Economic Development – Technical Assistance to Businesses, Economic Development – Micro-Enterprise and Special Economic Development Lending, and Economic Development – Business Incubator Assistance Program.
- Applications will be funded until available funds are exhausted.
- Only activities listed under “FY 2026 Available Funding” will be eligible for funding recommendations.
- All projects or activities awarded funds that fail to complete the activity in a timely manner shall be subject to recapture of funds and/or contract termination. Timely completion is defined as one year with the exception of projects including construction which could allow up to two years to completion.
- Applicants must score a minimum of **70 points** to be recommended for funding. If a tiebreaker is needed during scoring to determine project ranking, the first tiebreaker will include reviewing the entire general section, with the higher score ranking higher. A second tiebreaker will include reviewing the vulnerability ranking of eligible block groups part of the general section, with the higher score ranking higher. If a third tiebreaker is needed, those projects in all categories that can show more leveraging, i.e., projects that match with non-County funds and require less total County funding per unit/activity, will be ranked higher. Note: applicants that score 70 or above are not automatically guaranteed to be funded. Funding will be awarded as long as funding is available.

Eligible Applicants

Not-for-profit Community-Based Organizations (CBOs), Community Development Corporations (CDCs), Community-Based Development Organizations (CBDOs), developers, Community Development Financial Institutions (CDFIs), and Community Land Trusts and Faith-based organizations are encouraged to respond to this RFA process by submitting applications for an eligible activity. Applicants may apply for funding for discrete projects on the same site. The applicant must submit a separate application for each discrete project. Funding eligibility criteria may vary by category. Applicants should refer to specific requirements and/or restrictions for each funding category as set forth in this RFA document.

Applicants proposing activities in: 1) entitlement jurisdictions other than Miami-Dade County must be able to explain and demonstrate that the proposed activity is of *Metropolitan Significance* and/or is consistent with the high priority needs identified in Miami-Dade County's Consolidated Plan. “*Metropolitan Significance*” is defined as: a) an activity necessary to further the purposes of the Housing and Community Development Act of 1974; b) an activity necessary to further the purposes of Miami-Dade County's community development objectives; and c) an activity which will offer a reasonable benefit to residents within Miami-Dade County's entitlement jurisdiction's boundaries.

All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a Unique Entity ID (UEID). For information on the how to find your UEID, visit: <https://sam.gov/content/entity-registration>

Ineligible Activities

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

The general rule is that 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 may not be assisted with CDBG funds:

(1) **Buildings or portions thereof, used for the general conduct of government** as defined at [§ 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 [2 CFR part 200, subpart E](#), 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 shall not 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 may not 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 generally ineligible.

(i) **Construction equipment.** The purchase of construction equipment is ineligible, but compensation for the use of such equipment through leasing or depreciation pursuant to [2 CFR part 200, subpart E](#), 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) **Fire protection equipment.** 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\(c\)](#).

(iii) **Furnishings and personal property.** The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase or to pay depreciation in accordance with [2 CFR part 200, subpart E](#), for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service pursuant to [§ 570.201\(e\)](#).

(2) **Operating and maintenance expenses.** The general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible. Specific exceptions to this general 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. Examples of ineligible operating and maintenance expenses are:

(i) Maintenance and repair of publicly owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with a disabilities, parking and other public facilities and improvements. Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of pot holes in streets, repairing of cracks in sidewalks, the mowing of recreational areas, and the replacement of expended street light bulbs; and

(ii) Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities.

(3) **New housing construction.** For the purpose of this paragraph, activities in support of the development of low or moderate income housing including clearance, site assemblage, provision of site improvements and provision of public improvements and certain housing pre-construction costs set forth in [§ 570.206\(g\)](#), are not considered as activities to subsidize or assist new residential construction. CDBG funds may not be used for the construction of new permanent residential structures or for any program to subsidize or assist such new construction, except:

(i) As provided under the last resort housing provisions set forth in [24 CFR part 42](#);

(ii) As authorized under [§ 570.201\(m\)](#) or [\(n\)](#);

(iii) When carried out by an entity pursuant to [§ 570.204\(a\)](#);

(4) ***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.

In addition to the above activities, Miami-Dade County will not accept applications for this solicitation from third party consultants, Project Management, the Neighborhood Stabilization Program (NSP), Private Schools, and Special Economic Development Program (SPED) program.

HUD NATIONAL OBJECTIVES

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).

MEETING A HUD NATIONAL OBJECTIVE IS A MINIMUM THRESHOLD ITEM, AND IF THE THRESHOLD IS NOT MET, THE APPLICATION WILL NOT BE SCORED. If an entity fails to meet a National Objective after they have been awarded funds, they must return the awarded funds to HCD.

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. *CFR 270.208(a)(1)*

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. *570.208(a)(2)*

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, an LMC activity must serve a specific group which HUD presumes are LMI and at least 51% of the beneficiaries are LMI. (See LMC definition above).

Low/Moderate Income Job Creation or Retention (LMJ) – Activities designed to create or retain jobs for LMI persons, at least 51% of which will be made available to or held by LMI persons. The jobs created must be retained for a minimum of one year. One full-time or two – part-time jobs must be created or retained for every \$35,000 awarded. The CDBG National Objective for Economic Development (ED) projects is Low-Mod Job creation or retention (LMJ). Without exception, federal regulations require all ED activities meet the National Objective of Job Creation/Retention. *CFR 570.208(a)(4)*

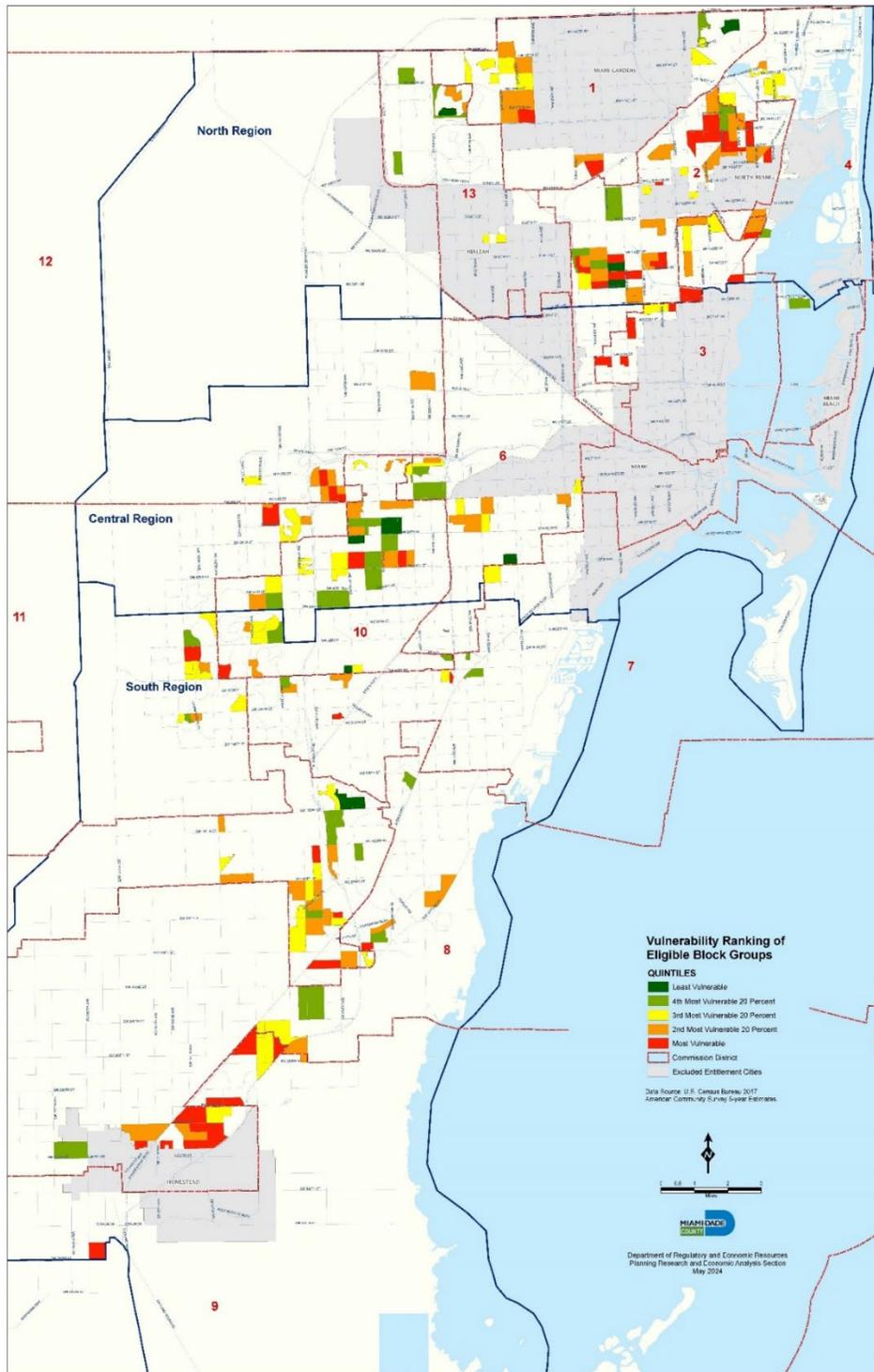
Low/Mod Income Housing (LMH) – Activities that assist in the acquisition, construction or improvement of permanent residential structures may qualify as benefiting LMI persons only to the extent that the housing is occupied by a LMI household. This also includes activities directed towards homeownership and home beautification. *CFR 570.208(a)(3)*

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.

MAP OF ELIGIBLE BLOCK GROUPS

An interactive version of this map is available at: <https://miamidade.live/CDBGViewer>

The Miami-Dade County Consolidated Plan for FY2025-2029 provided a map that ranks Eligible Block Groups by vulnerability based on income and other socio-economic factors (see Attachment 1). The map ranks eligible block groups into five color coded groups: the most vulnerable 20 percent of EBGs (red), the second most vulnerable 20 percent of EBGs (orange), the third most vulnerable 20 percent of EBGs (yellow), the fourth most vulnerable 20 percent of EBGs (light green) and the least vulnerable 20 percent of EBGs. A scoring preference is provided in portions of this RFA for projects and activities that serve the most vulnerable EBGs.



PUBLIC SERVICE

PUBLIC SERVICE (General)

An estimated \$195,000.00 in CDBG funds are available for general **Public Service** activities through the FY 2026 RFA.¹ 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.

National Objective

Public Services are typically categorized under the Low/Moderate Limited Clientele (LMC) national objective. In order to meet the LMC criteria, the activity must:

- Serve at least 51% Low-Moderate Income persons, as evidenced by documentation and data concerning beneficiary family size and income;
- Have income-eligibility requirements which limit the service to persons meeting the LMI income requirement, as evidenced by the administering entity's procedures, intake/application forms, income limits, and other sources of documentation); and

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. 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.

Consistency with the HUD Consolidated Plan

The CDBG regulations allow the use of grant funds for a wide range of Public Service activities. The following services are determined to be a high priority as indicated in Miami-Dade County's FY 2025-2029 Consolidated Plan:

- Senior/Elderly Services
- Mental Health Services
- Transportation Facilities and/or Services
- Employment Training
- Parks & Recreational Facilities
- Roadway and/or Sidewalk Improvements
- Community Centers
- Water/Sewer Infrastructure

¹ For the 2026 RFA, all Public Services applications will be ranked and scored. For information on Scoring and Funding Recommendations, please see page 33 of this RFA.

Ongoing Responsibilities, Monitoring, and Record Keeping for Public Service

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

Evaluation Criteria for Public Service

Applications submitted under the Public Service category (with the exception of Technical Assistance) will only be evaluated based on **minimum threshold criteria (listed below)**. Applicants that do not meet minimum threshold criteria **WILL NOT** be recommended to the BCC for funding. Entities **NOT** clearing the Due Diligence Investigation will be included in a final report to the BCC at the time of funding recommendations. Evaluation criteria for public service activities include:

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

Scored Criteria

Public Service

Evaluation Criteria	Maximum Points
General Section	60
Organizational Capacity	30
Strategies and Outcomes	15
Community Support	5
Total	110

TECHNICAL ASSISTANCE TO SMALL BUSINESSES (PUBLIC SERVICE)

Under the *Public Services – Technical Assistance to Small Businesses* category, approximately \$450,000.00 in CDBG funds are available through the FY 2026 RFA. These types of activities help foster economic development in low and moderate-income communities by providing capacity-building support to local businesses. **The National Objective for Technical Assistance to Small Businesses under the Public Service category is Low/Moderate Limited Clientele (LMC).**

National Objective

Public Services – Technical Assistance to Small Businesses activities are typically categorized under the Low/Moderate Limited Clientele (LMC) national objective. In order to meet the LMC 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).

Eligible Activities

HCD is requesting applications from qualified entities to provide technical assistance and training to businesses. Services and resources to be provided include, but are not limited to, the following:

- Business development training;
- Assistance with business operations related support;
- Facilitating networking opportunities;
- Business planning or accounting;
- Expanding availability of services to businesses through an established marketing and outreach plan targeted to businesses located in the County's Eligible Block Groups.

Activity Requirements

Eligible applicants must meet all requirements listed below:

- Must have experience providing technical assistance to businesses;
- Must have an established business development curriculum which must be submitted to, and approved by HCD;
- 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.
- Current Business Plan, with proposed first year pro forma (if applicable)
- **Under the Technical Assistance to Businesses activity, an agency cannot apply under both the Public Services category and the Economic Development category. Only one application per agency will be considered for funding in this category.**

Evaluation Criteria

Only applications meeting the minimum threshold requirements will be scored. Applicants that do not meet minimum threshold criteria **WILL NOT** be recommended to the BCC for funding. Entities **NOT** clearing the Due Diligence Investigation will be included in a final report to the BCC at the time of funding recommendations. Applications for Technical Assistance to Businesses will be evaluated and scored based on the following criteria:

Scored Criteria

Technical Assistance to Small Businesses

Evaluation Criteria	Maximum Points
General Section	60
Organizational Capacity	30
Strategies and Outcomes	15
Community Support	5
Total	110

PUBLIC FACILITIES AND CAPITAL IMPROVEMENTS

For Participating Municipalities Only

Up to \$600,000.00 in CDBG funds are available for **Public Facilities and Capital Improvements (PFCI)** through the FY 2026 RFA. Funding under this category shall be limited to gap funding for activities located within the boundaries of the following 20 Participating Municipalities:

1. Biscayne Park
2. Coral Gables
3. Doral
4. El Portal
5. Golden Beach
6. Hialeah Gardens
7. Key Biscayne
8. Medley
9. Miami Shores
10. Miami Springs
11. North Bay Village
12. North Miami Beach
13. Opa-Locka
14. Pinecrest
15. South Miami
16. Sunny Isles Beach
17. Surfside
18. Sweetwater
19. Virginia Gardens
20. West Miami

National Objective

Public Facilities and Capital Improvement activities are typically categorized under the Low/Moderate Income Area Benefit (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 LMA 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

Public Facilities and Capital Improvements **must principally benefit low- and moderate-income persons**. Entities eligible for funding include Miami-Dade County Departments and Participating Municipalities.

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
- Youth Centers
- Child-care centers
- Senior centers
- Public facilities/center for persons with disabilities
- Facilities for abused and neglected children
- Homeless 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.)

CFR Guidance

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 nonprofit 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, nonprofit entities and subrecipients including those specified in § [570.204](#) may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, 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 subrecipients 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\(e\).](#)

Eligible Costs Associated with Activities

- Energy efficiency improvements;
- Accessibility improvements for persons with disabilities (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).

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.

HUD Standards – Supporting Documentation

HCD will use HUD-defined standards to evaluate and determine the financial feasibility of proposed Public Facilities and Capital Improvement projects. HCD 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 nonprofit 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.

PFCI Regulatory Policies

If entities are seeking CDBG funds for a PFCI 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.

HCD 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. HCD 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 incorporate contingencies and general market conditions into their contracts to account for this possibility.

Construction Related Costs

- Per Miami-Dade County regulations signs are required to be placed on all construction sites funded by HCD. The applicant must include the cost of the signage, currently estimated at \$1,200.00, as part of their development budget.
- Pursuant to the 1931 Davis Bacon Act, contractors and sub-contractors performing on federally funded or assisted contracts, in excess of \$2,000, for the construction, alteration, or repair of public buildings or public works must have a Davis-Bacon wage determinations to certify that employees’ wages are consistent, at the very least, with local prevailing wages and fringe benefits for corresponding work on similar projects in the area. The applicant may be required to incur the cost associated with Davis Bacon compliance.
- Pursuant to CFR Part 58 for certain construction projects, the awardee will be responsible for advertisements in certain local newspapers to inform the public of the impending activity and other related costs which may include Part 58 mandates such as DERM and RER reviews.

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:

Scored Criteria

Public Facilities and Capital Improvements

Evaluation Criteria	Maximum Points
General Section	60
Organizational Capacity	15
Pre-Development	10
Readiness to Proceed	40
Community Support	5
Bonus	5
Total	135

ECONOMIC DEVELOPMENT

In this RFA, a total of approximately \$2,855,000.00 in CDBG funds are available for **Economic Development (ED)** activities in the three sub-categories listed below. Upon receipt of all ED applications, each application will be scored and ranked based upon the sub-category under which the applicant requested funds.

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

Eligible Activities

Eligible Activities for the Economic Development category are as follows:

- Technical Assistance to Businesses – Economic Development only to compliment existing HCD-funded Economic Development programs
- Micro-Enterprise and Special Economic Development Lending Program
- Business Incubator Assistance

TECHNICAL ASSISTANCE TO SMALL BUSINESSES (ECONOMIC DEVELOPMENT)

Under the Economic Development category, approximately \$900,000.00 in CDBG funds are available for **Technical Assistance to Small Businesses** activities in the FY 2026 RFA. These types of activities help foster economic development in low and moderate-income communities by creating jobs.

The National Objective for Technical Assistance to Small Businesses under the Public Service category is Low/Moderate Income Job Creation or Retention (LMJ). Otherwise, the eligible activities and activity requirements for Technical Assistance to Small Businesses under the Economic Development category are the same as those under the Public Service category.

Under the Technical Assistance to Businesses activity, an agency cannot apply under both the Public Services category and the Economic Development category. Only one application per agency will be considered for funding for any Technical Assistance to Businesses activity. Furthermore, to apply for the Technical Assistance to Businesses activity under the Economic Development category, an agency must have another HCD-funded activity under the Economic Development category, such as Micro-Enterprise and Special Economic Development Lending and/or Business Incubator Assistance Program.

Scored Criteria

Technical Assistance to Small Businesses

Evaluation Criteria	Maximum Points
General Section	60
Organizational Capacity	40
Strategies and Outcomes	20
Community Support	5
Total	125

MICRO-ENTERPRISE AND SPECIAL ECONOMIC DEVELOPMENT LENDING PROGRAM

Miami-Dade County is proposing to allocate approximately \$1,305,000.00 for **Micro-Enterprise and Special Economic Development Lending** through the FY 2026 RFA. The Small Business Lending Program provides access to micro and small business loans ranging from \$1,000 to \$35,000. At the discretion of the awardee, loans can exceed \$35,000, if the business demonstrates the ability to create the commensurate number of jobs. The program 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.**

Community Development Financial Institutions (CDFIs) that provide micro-enterprise or small business loans are eligible to apply under this category, including intermediaries and revolving loan funds. 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 micro-enterprise or small business loans to for-profit businesses serving Eligible Block Groups.

National Objective

The CDBG National Objective for Micro-Enterprise and Special Economic Development Lending 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.

Eligible Activity

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

- Providing below market-rate secured and unsecured short-term loans. Interest rates applied to micro loans should fall within a range of 1% - 7%, and loan amounts generally should not exceed \$35,000. At the discretion of the CDFI, loans can exceed \$35,000 if the business demonstrates the ability to create the commensurate number of jobs.

Applicant Requirements

Eligible applicants must meet all the requirements listed below:

- Must be a Community Development Financial Institution (CDFI).
- Must have experience providing loans to small businesses with the requisite infrastructure, policies, and guidelines in place to underwrite and service such loans.
- Must have established, documented and proven track record of providing technical assistance to small businesses, including businesses located in Eligible Block Groups
- Must be able to provide proof that not less than 51% of the jobs created will be for low-to-moderate income persons. Federal regulations require the creation of one job per \$35,000 awarded.
- Must demonstrate that jobs created will be maintained for a period of not less than one (1) year.
- Must have established relationships with professional service providers including the Small Business Administration, not-for-profit technical assistance providers, accountants, marketing consultants, loan underwriters and others comprising a local business support network.
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted in Eligible Block Groups.

Ongoing Responsibilities, Monitoring, and Record Keeping

Agencies receiving CDBG funds will be required to submit quarterly progress reports and will be subject to annual monitoring site visits. Reports will be reviewed to assess the activity’s progress in creating jobs for low- and moderate income persons. Awardees must 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 small business development programs will be evaluated and scored based on the following criteria:

Scored Criteria

Technical Assistance to Small Businesses

Evaluation Criteria	Maximum Points
General Section	60
Organizational Capacity	40
Strategies and Outcomes	20
Community Support	5
Total	125

BUSINESS INCUBATOR ASSISTANCE PROGRAM

This RFA is proposing to allocate approximately \$650,000.00 for **Business Incubator** activities in the FY 2026 RFA. The purpose of the Business Incubator Assistance Program (BIAP) is to provide cost-effective business support services and resources to new and growing micro-enterprise 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 micro-enterprise businesses and attracting new micro-enterprise 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

HCD is requesting applications from qualified Business Incubator operators to implement a BIAP using CDBG funds to provide business support services and resources that include, but are not limited to:

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

Eligible Applicants

Eligible applicants must meet all the requirements listed below:

- Must be a member of the National Business Incubation Association (NBIA)
- Must be a Business Incubator for at least three (3) years
- Must be able to provide space to "house" a minimum of five (5) micro-enterprises for a minimum of three (3) years
- Must show proof of site control (i.e., deed, lease agreement, firm purchase contract, Option to Purchase, Option to Lease Long Term or Local Government Resolution) of the proposed site for which funding is being applied for. **THIS IS A MINIMUM THRESHOLD ITEM.**
- Applicants are encouraged to locate their incubators in one of the following areas;
 - CDBG Eligible Block Groups
 - Participating Municipalities
- Must be able to provide proof that at least fifty-one percent (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 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 micro-enterprises
- Must adhere to a mandatory intake process
- Must provide a marketing plan to demonstrate outreach efforts and how services will be promoted in Eligible Block Groups (EBGs)

Eligible micro-enterprises participating in the BIAP must meet CDBG guidelines referenced in 24 CFR 570.201(o), which defines *micro enterprise* as a commercial enterprise that has five (5) or fewer employees, one or more of whom owns the enterprise. The micro-enterprise 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 micro-enterprise 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:

Scored Criteria

Business Incubator Assistance Program	
Evaluation Criteria	Maximum Points
General Section	60
Organizational Capacity	40
Strategies and Outcomes	20
Policy Priorities	5
Total	125

HOUSING

In this RFA, a total of approximately \$755,000.00 in CDBG funds are available for **Housing** activities in the two sub-categories listed below. Upon receipt of all Housing applications, each application will be scored and ranked based upon the sub-category under which the applicant requested funds.

National Objective

Housing activities are categorized under the Low-Mod Housing (LMH) national objective, which deals with the occupancy of units by LMI persons. In order to meet the LMH national objective, the income of the homeowner cannot exceed 80% of the area median income

Eligible Activities

Eligible activities for the Housing category are as follows:

- Water and Sewer Connections Only
- Homeowner Rehabilitation

WATER AND SEWER CONNECTIONS ONLY

HCD has made available up to \$250,000.00 in CDBG funds through this RFA for water and sewer connection programs for low- and moderate-income, owner-occupied single-family homes.

Program Objectives

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. Funding under this category shall be limited to eligible activities.

Eligible Applicants

Eligible applicants include Miami-Dade County departments, developers, owners, for-profit and nonprofit entities, Community Land Trusts, or participating jurisdictions. Eligible applicants may also include Miami-Dade County departments and nonprofit entities that are willing to recruit homeowners whose household income does not exceed 80% AMI, verify income eligibility, and provide project management services to connect the homeowner to the sewer line.

Eligible Activities:

- Septic-to-sewer conversion of low- and moderate-income, owner-occupied single-family homes.
- Water and sewer connections for new construction and rehabilitation of low- and moderate-income, owner-occupied single-family homes.

Please note that the use of CDBG funds is generally prohibited for new construction. However, Eligible applicants that are constructing or rehabilitating up to four (4) affordable units for families whose income does not exceed 80% AMI, may apply provided that the funds are to be utilized solely for water/sewer connections and the available sewer line will be accessible (i.e., within a reasonable distance of approximately 250 feet, and thus is not cost prohibitive).

HCD will fund nonprofit organizations for the purpose of assisting homeowners with connecting to water and sewer. Neighborhoods experiencing vulnerability to regular septic tank failure will be prioritized for funding. The not-for-profit must market the program within the neighborhood and will be required to verify the income eligibility of the homeowners and provide project management services to connect the homeowner to the sewer line. The applicant should ensure that water and sewer connection fees, costs to vacate the septic tank (where applicable), and costs to hire a plumber/contractor are included in the activity budget.

Applicants who can demonstrate that water/sewer connections will be made in areas that are identified as most vulnerable per the Flooding Vulnerability Map will receive bonus points.

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:

Scored Criteria

Water and Sewer Connections

Evaluation Criteria	Maximum Points
General Section	60
Organizational Capacity	25
Strategies and Outcomes	25
Community Support	5
Bonus	15
Total	130

HOMEOWNER REHABILITATION

HCD has made available up to \$500,000.00 in CDBG funds, through the FY 2026 RFA for housing rehabilitation.

Program Objectives

The purpose of this category is to support activities which improve permanent residential structures which, upon completion, will be occupied by low and moderate-income (LMI) households in Miami-Dade County. 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).

Eligible Applicants

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

Eligible Activities

Providing rehabilitation of low- and moderate-income, owner-occupied, single-family homes whose household income does not exceed 80% AMI.

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:

Scored Criteria

Housing Rehabilitation	
Evaluation Criteria	Maximum Points
General Section	60
Organizational Capacity	25
Strategies and Outcomes	25
Community Support	5
Bonus	15
Total	130

APPLICATION INSTRUCTIONS

- Applicants must submit an online application in Neighborly, HCD's grants management system. A direct access link will be available on HCD's webpage.
- Applicants must upload all affidavits, supporting evidence and documentation in the grants management system to meet threshold requirements.
- The application must include the legal name of the Applicant, employer identification number (FEIN), organization type, Unique Entity ID (UEID), amount of funding request, Applicant's address, contact person name, title, phone number and email address. For more information on obtaining a UEID, visit the following website: <https://sam.gov/content/entity-registration>
- Where applicable, applicants are required to submit 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.
- **Points will only be awarded when supporting documentation outlined in the Application Checklist is attached to your electronic application.** If supporting documentation is too large for upload, applicant may upload attachments in multiple submissions, Attachment 1a, 1b, 1c, etc.
- **All supporting documentation MUST be attached as a PDF file.**
- **NO electronic links will be accepted as part of your submission in this application.**
- **Points will only be awarded when requisite supporting documentation is provided for corresponding questions.**
- Supporting documentation must be uploaded as an attachment. Applicants must use a cover sheet identifying the EACH attachment separately.
- **Coversheets must be accurately labeled, match attached documentation AND corresponding questions. Points will not be awarded in cases where supporting documentation is inaccurately labeled or uploaded and/or attached to the wrong question.**
- Scoring Committee members will review and score all questions separately and **ONLY** consider documentation that has been correctly uploaded and labeled for specified corresponding questions.
- Only documentation provided as part of the submitted application and during the application period will be reviewed and accepted. Applicants will not be granted the opportunity to submit supplemental information once the application period has closed.
- All applications must be submitted in the legal name of the limited partnership, corporation, or agency which will be used as the legal name for all contracts and agreements with the County
- The funding source, funding amount, and activity category must be consistent throughout the application. Any inconsistencies may disqualify the application.
- For purposes of this RFA, the application period is **February 11, 2026, through March 4, 2026**. Any applications submitted after the deadline will **not** be accepted.
- Neither paper nor faxed applications will be accepted.
- No changes or additions to applications will be accepted after the application deadline.

- Miami-Dade County will not fund an entity or an affiliate with outstanding defaulted loans, debarment actions or any other legal encumbrances with the County, State of Florida, or Federal programs regardless of the merits of the submitted application.
- Miami-Dade County will not be responsible for the payment of the Credit Underwriting/SLR fees.
- Applicant will be responsible for the cost of this analysis which is reimbursable through the inclusion of the cost in the development budget.

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

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

APPLICATION SUBMISSION PROCESS AND TECHNICAL ASSISTANCE

Application Submission

Applications must be submitted in Neighborly at:

<https://portal.neighborlysoftware.com/miamidadecountyfl-phcd/Participant>

Applicants must create a profile in the grants management system in order to apply. **No paper applications will be accepted.**

Instructions and application forms for the FY 2026 CDBG RFA are included in this package, and available on HCD's website. Additionally, any updates to this RFA, including responses to questions, will be posted on HCD's website. Prospective applicants should check the HCD website regularly for updates at <http://www.miamidade.gov/housing/requests.page>.

The FY 2026 RFA will be available for review electronically at:

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

Public Meetings/Technical Assistance Workshops

During the draft release of the Request for Applications (RFA), the Housing and Community Development, in cooperation with the Miami-Dade County Homeless Trust, will hold four public meetings to review the application preparation, submission requirements, and changes to the FY 2026 program and evaluation criteria for Housing and Non-Housing Activities. At these meetings applicants will have the opportunity for meet with HCD staff to receive additional technical assistance for the Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant RFAs. The public meeting/technical assistance workshops are listed below:

North Regional Public Meeting (In Person)

Date and Time: Thursday, January 22, 2026, at 10:00 a.m. to 12:00 p.m.

Location: North Dade Regional Library, 2455 NW 183rd Street, Miami, Florida 33056

Central Regional Public Meeting (In Person)

Date and Time: Tuesday, January 27, 2026, at 10:00 a.m. to 12:00 p.m.

Location: Arcola Lakes Branch Library, 8240 Northwest 7th Avenue, Miami, FL 33150

South Regional Public Meeting (In Person)

Date and Time: Thursday, January 29, 2026, at 10:00 a.m. to 12:00 p.m.

Location: Naranja Branch Library, 14850 SW 280th Street, Miami, FL 33032

Virtual Public Meeting (via Zoom)

Date and Time: Friday, January 30, 2026, at 11:00 a.m. to 1:00 p.m.

Zoom: <https://miamidade.live/DraftRFA>

SCORING & FUNDING RECOMMENDATIONS

Scoring

- Applications to this RFA are scored and ranked by committee.
- **Applicants must score a minimum of 70 points to be considered for funding.**

Score Review and Adjustment Process

- Applicants will have an opportunity to review their scores. Score reviews will not be conducted until after final scores are released. Request for reviews of initial application scores must be submitted via email at communitydevelopmentservices@miamidade.gov. Applicants requesting an appeal will then be scheduled to meet with HCD staff to review their scores. Changes to scores are at the discretion of HCD and will be based primarily on documents submitted in the application.
- 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 applicant will have an opportunity to request an Administrative Review upon completion of score review meeting. The Administrative Review is specific to reviewing the submitted application for administrative errors. The request for Administrative Review must be submitted in writing and within 24 hours from the County's score review with the applicant.
- Applicants may not submit supplemental information to cure deficiencies. The review and scoring corrections will solely be made based upon information existing and available in the originally submitted application.
- 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.
- The score review process shall not apply to subsequent recapture/reallocation activities.

Field Site Visits

- HCD may conduct site visits to evaluate the viability and/or feasibility of the project site with the proposed scope of work and requested funds for housing and newly funded activities.

Funding Recommendations Process

- Public Hearings: Public Hearings are usually considered by the Housing Committee, Policy Committee, Appropriations Committee, or Board of County Commissioners.
- Final Adoption: Approval of funding allocations are done by the Board of County Commissioners.

POST-AWARD INFORMATION

- Environmental Review forms must be completed in their entirety and included with this FY 2026 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.). Applicants may be responsible for costs associated with completing the environmental review, including a Phase I and Phase II analysis, where applicable.
- Awardees are required to hold insurance during funding period.
- 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.
- Awardees will be required to attend a mandatory contract development workshop.
- Where applicable, awardees will have to comply with Resolution No. R-34-15 which requires certain written notice from the Applicant to Miami-Dade County of the availability of rental or homeownership opportunities and also requires certain advertising of such opportunities.
- Conflict of Interest - The general rule is that no person(s) (defined as any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients 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.

GENERAL APPLICATION

THIS APPLICATION MAY BE OBTAINED AT THE FOLLOWING LINK:
<https://portal.neighborlysoftware.com/miamidadecountyfl-phcd/Participant>

IF THE REQUESTED WRITTEN DOCUMENTATION FOR A QUESTION IS NOT PROVIDED, THE APPLICANT WILL NOT RECEIVE POINTS FOR THE QUESTION.

A. Applicant & Organizational Information

1.	<p>Is this application for an activity that is currently funded by HCD and awarded CDBG funds?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Application/Activity Title: _____</p> <p><i>If this is a currently funded activity with HCD and you are requesting funding from the same funding source, the title must be the same as the currently contracted activity.</i></p>		
2.	<p>Organization Legal Name:</p> <p>Legal Name: _____</p> <p>Organization Address: _____</p> <p>City: _____ State: _____ Zip+4: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Website: _____</p> <p>Organization's Federal Tax or Employer Identification Number (TIN/EIN): _____</p> <p>Organization's Unique Entity ID (UEID) # (Required): _____</p> <p><i>To obtain a UEID #, please visit https://sam.gov/content/entity-registration</i></p>		
3.	<p>CEO/Executive Director</p> <p>Name: _____ Title: _____</p> <p>E-mail: _____</p> <p>Phone Number: _____ Email: _____</p>		
4.	<p>Primary Contact for this Application.</p> <p>Name: _____ Title: _____</p> <p>Phone Number: _____ Email: _____</p>		
5.	<p>Is your organization located within one or more Miami-Dade County Commission District(s)? Use "Who is My Commissioner" Tool: https://gisweb.miamidade.gov/CommunityServices/</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>County Commission District(s) where applicant is located – <i>Please circle District number(s)</i></p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13</p>		
6.	<p>Organization Type. Please select one.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Community Based Development Organization (CBDO) <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Community Development Corporation (CDC) <input type="checkbox"/> Community Development Financial Institution (CDFI) <input type="checkbox"/> Community Housing Development Organizations (CHDO) <input type="checkbox"/> Joint Venture (e.g., LLC, LP, General Partnership) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> County Department <input type="checkbox"/> Municipality <input type="checkbox"/> Community Land Trust <input type="checkbox"/> Developer <input type="checkbox"/> Faith-based Institution <input type="checkbox"/> Other </td> </tr> </table>	<input type="checkbox"/> Community Based Development Organization (CBDO) <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Community Development Corporation (CDC) <input type="checkbox"/> Community Development Financial Institution (CDFI) <input type="checkbox"/> Community Housing Development Organizations (CHDO) <input type="checkbox"/> Joint Venture (e.g., LLC, LP, General Partnership)	<input type="checkbox"/> County Department <input type="checkbox"/> Municipality <input type="checkbox"/> Community Land Trust <input type="checkbox"/> Developer <input type="checkbox"/> Faith-based Institution <input type="checkbox"/> Other
<input type="checkbox"/> Community Based Development Organization (CBDO) <input type="checkbox"/> Community Based Organization (CBO) <input type="checkbox"/> Community Development Corporation (CDC) <input type="checkbox"/> Community Development Financial Institution (CDFI) <input type="checkbox"/> Community Housing Development Organizations (CHDO) <input type="checkbox"/> Joint Venture (e.g., LLC, LP, General Partnership)	<input type="checkbox"/> County Department <input type="checkbox"/> Municipality <input type="checkbox"/> Community Land Trust <input type="checkbox"/> Developer <input type="checkbox"/> Faith-based Institution <input type="checkbox"/> Other		

B. Activity Information

1.	<p>What is the primary activity address where the activity will be administered?</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p>																																			
2.	<p>Are there additional activity addresses?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 45%;">Street Address</th> <th style="width: 15%;">City</th> <th style="width: 10%;">State</th> <th style="width: 10%;">Zip Code</th> <th style="width: 10%;">Commission District</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Street Address	City	State	Zip Code	Commission District																														
Street Address	City	State	Zip Code	Commission District																																
3.	<p>Is the primary activity address located in any of the following Entitlement Cities? <i>Please select only one below. Note: Applicants that propose activities in entitlement jurisdictions other than Miami-Dade County provide a Statement of Metropolitan Significance and demonstrate: (1) That the activity addresses is a high priority need as identified in the FY 2025–2029 Consolidated Plan, (2) Shows that the activity provides a countywide benefit, with at least 51% of beneficiaries residing in Miami-Dade County’s unincorporated areas and participating municipalities.</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"/> Not Applicable <input type="checkbox"/> City of Miami <input type="checkbox"/> City of Miami Gardens <input type="checkbox"/> City of Hialeah </p>																																			
4.	<p>Site Control: Does the applicant have site control (e.g., recorded title, executed lease agreement, firm purchase contract, Option-to-Purchase or Local Government Resolution) for the site(s) proposed for funding. <i>Upload site control documents..</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																			
5.	<p>Please use the following link to answer the question below: https://gisweb.miamidade.gov/emaps/</p> <p>County Commission District (s) where clients reside – <i>Please circle District number(s) or Countywide.</i></p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 Countywide</p>																																			
6.	<p>Provide an <u>Abbreviated Activity Description</u> statement for the proposed activity. <i>The description shall include, at a minimum, who will carry out the activity, what type of service will be provided, the proposed clientele or service group, and the location(s) of the activity. Sample abbreviated description: Construction of an ADA walkway, ADA parking, fencing/landscaping for 50 low/mod income Alzheimer’s clients in an adult day care program located in the North region of Miami-Dade, 123 Main Street, in Commission District 3.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																																			
7.	<p>How many unduplicated clients will you serve with the requested CDBG funds? _____</p>																																			

C. Budget

1.	What is the total amount of funding you are requesting? \$ _____
2.	Provide a summary of your proposed budget below. Applicants must complete the Summary Activity Budget Template below and upload. The summary budget documents the following funding information: <ul style="list-style-type: none">• Direct expenses by funding source• Indirect expenses by funding source• Total of all funding sources Upload Summary Activity Budget Template.
3	Direct Expenses: Expenses that can be identified specifically with the CDBG activity and can be directly assigned to such activities relatively easily with a high degree of accuracy. Typical direct expenses charged to a CDBG award are compensation for the time of employees working on the CDBG activity award and their related fringe benefit costs, and the costs of materials and other items of expense incurred for the CDBG activity. If directly related to the CDBG activity, certain costs that otherwise would be treated as indirect costs may also be considered direct costs. Examples include extraordinary utility consumption, the cost of materials supplied from stock or services rendered by specialized facilities, program evaluation costs, or other institutional service operations. Total of Direct Expenses attributed to the CDBG grant: \$ _____
4.	Indirect expenses: Expenses of doing business that are not readily identified with proposed the CDBG activity but are necessary for the general operation of the organization and the conduct of activities it performs. Typical examples of indirect expenses may include rent, the costs of operating and maintaining facilities, and general administration. The time of employees not directly attributable to the CDBG activity is not a reimbursable expense under the County's CDBG program. Total Indirect Expenses attributed to the CDBG grant: \$ _____
5.	Provide a brief budget narrative. When answering, please include, but not limited to: <ul style="list-style-type: none">• How CDBG funds will be used (e.g., construction costs, staffing, client services).• Why these costs are necessary for the activity's success. Example: <i>"CDBG funds will be used to renovate the community center and cover staff salaries for program management. Other funds will support furniture, utilities, and additional programming. Based on our proposed budget of \$250,000 and activity service to 500 clients, our unit cost per client is \$500."</i> <div data-bbox="168 1251 1500 1663" style="border: 1px solid black; height: 200px; margin-top: 10px;"></div>

D. Scoring – General

1	<p>Is the primary activity address 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:</i></p> <p>(Please select one of the following, if applicable) (10 points)</p> <table border="0"> <tr> <td><input type="checkbox"/> Biscayne Park</td> <td><input type="checkbox"/> Hialeah Gardens</td> <td><input type="checkbox"/> North Bay Village</td> <td><input type="checkbox"/> Sunny Isles Beach</td> <td><input type="checkbox"/> N/A</td> </tr> <tr> <td><input type="checkbox"/> Coral Gables</td> <td><input type="checkbox"/> Key Biscayne</td> <td><input type="checkbox"/> North Miami Beach</td> <td><input type="checkbox"/> Surfside</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Doral</td> <td><input type="checkbox"/> Medley</td> <td><input type="checkbox"/> Opa-Locka</td> <td><input type="checkbox"/> Sweetwater</td> <td></td> </tr> <tr> <td><input type="checkbox"/> El Portal</td> <td><input type="checkbox"/> Miami Shores</td> <td><input type="checkbox"/> Pinecrest</td> <td><input type="checkbox"/> Virginia Gardens</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Golden Beach</td> <td><input type="checkbox"/> Miami Springs</td> <td><input type="checkbox"/> South Miami</td> <td><input type="checkbox"/> West Miami</td> <td></td> </tr> </table>	<input type="checkbox"/> Biscayne Park	<input type="checkbox"/> Hialeah Gardens	<input type="checkbox"/> North Bay Village	<input type="checkbox"/> Sunny Isles Beach	<input type="checkbox"/> N/A	<input type="checkbox"/> Coral Gables	<input type="checkbox"/> Key Biscayne	<input type="checkbox"/> North Miami Beach	<input type="checkbox"/> Surfside		<input type="checkbox"/> Doral	<input type="checkbox"/> Medley	<input type="checkbox"/> Opa-Locka	<input type="checkbox"/> Sweetwater		<input type="checkbox"/> El Portal	<input type="checkbox"/> Miami Shores	<input type="checkbox"/> Pinecrest	<input type="checkbox"/> Virginia Gardens		<input type="checkbox"/> Golden Beach	<input type="checkbox"/> Miami Springs	<input type="checkbox"/> South Miami	<input type="checkbox"/> West Miami	
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2.	<p>Indicate if the primary activity address is located in an Eligible Block Group (EBG) and the vulnerability ranking of the EBG.</p> <p>See the County’s interactive map here: https://miamidade.live/CDBGViewer</p> <table border="0"> <tr> <td><input type="checkbox"/> Most vulnerable 20% - Red</td> <td>(10 points)</td> </tr> <tr> <td><input type="checkbox"/> 2nd most vulnerable 20% - Orange</td> <td>(8 points)</td> </tr> <tr> <td><input type="checkbox"/> 3rd most vulnerable 20% - Yellow</td> <td>(6 points)</td> </tr> <tr> <td><input type="checkbox"/> 4th most vulnerable 20% - Light Green</td> <td>(4 points)</td> </tr> <tr> <td><input type="checkbox"/> Least vulnerable 20% - Dark Green</td> <td>(2 points)</td> </tr> <tr> <td><input type="checkbox"/> Not within an Eligible Block Group</td> <td>(0 points)</td> </tr> </table>	<input type="checkbox"/> Most vulnerable 20% - Red	(10 points)	<input type="checkbox"/> 2nd most vulnerable 20% - Orange	(8 points)	<input type="checkbox"/> 3rd most vulnerable 20% - Yellow	(6 points)	<input type="checkbox"/> 4th most vulnerable 20% - Light Green	(4 points)	<input type="checkbox"/> Least vulnerable 20% - Dark Green	(2 points)	<input type="checkbox"/> Not within an Eligible Block Group	(0 points)													
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<input type="checkbox"/> Least vulnerable 20% - Dark Green	(2 points)																									
<input type="checkbox"/> Not within an Eligible Block Group	(0 points)																									
3.	<p>Does this activity meet one or more of the COUNTY’s high priority needs listed in the FY 2025-2029 Consolidated Plan?</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points)</p> <p>Please include an explanation of your answer as part of your Detailed Activity Description.</p> <p>If “Yes,” please indicate by category below:</p> <table border="0"> <tr> <td><input type="checkbox"/> Senior/Elderly Services</td> <td><input type="checkbox"/> Mental Health Services</td> </tr> <tr> <td><input type="checkbox"/> Transportation Facilities and/or Services</td> <td><input type="checkbox"/> Employment Training</td> </tr> <tr> <td><input type="checkbox"/> Parks & Recreational Facilities</td> <td><input type="checkbox"/> Roadway and/or Sidewalk Improvements</td> </tr> <tr> <td><input type="checkbox"/> Community Centers</td> <td><input type="checkbox"/> Water/Sewer Infrastructure</td> </tr> </table>	<input type="checkbox"/> Senior/Elderly Services	<input type="checkbox"/> Mental Health Services	<input type="checkbox"/> Transportation Facilities and/or Services	<input type="checkbox"/> Employment Training	<input type="checkbox"/> Parks & Recreational Facilities	<input type="checkbox"/> Roadway and/or Sidewalk Improvements	<input type="checkbox"/> Community Centers	<input type="checkbox"/> Water/Sewer Infrastructure																	
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4.	<p>Has the entity successfully implemented a grant-funded program/project performing the activity for which funds are sought? <i>Upload supporting documentation for each funded activity. Documentation may include progress reports, closeout letters, monitoring letters, final performance reports, etc. showing achievement of program objectives and compliance with grant terms and conditions.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> <p>4a. Did the entity meet program objectives?</p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p> <p>4bc. 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 (5 points)</p> <p>Please upload Grant Track Record Documentation including but not limited to:</p> <ul style="list-style-type: none"> • Final performance reports for each funded activities • Documentation showing achievement of program objectives (e.g., outcome reports, completion certificates, monitoring reports) • Evidence of compliance with grant terms and conditions (e.g., audit results, closeout letters) 																									
5.	<p>Indirect Expenses Bonus: What percentage of your proposed CDBG budget will be allocated to indirect expenses? Select the appropriate range. (This percentage will become a contractual obligation if your activity is funded). Your response must be the same as ratio indicated in the Indirect Expense Percentage. <input type="checkbox"/> 0% – 4.99% indirect expenses (10 points)</p> <table border="0"> <tr> <td><input type="checkbox"/> 5.0% – 11.99% indirect expenses</td> <td>(8 points)</td> </tr> <tr> <td><input type="checkbox"/> 12.0% – 17.99% indirect expenses</td> <td>(6 points)</td> </tr> <tr> <td><input type="checkbox"/> 18.0% – 24.99% indirect expense</td> <td>(4 points)</td> </tr> <tr> <td><input type="checkbox"/> 25.0% – 30.99% indirect expenses</td> <td>(2 points)</td> </tr> <tr> <td><input type="checkbox"/> 31% and above, indirect expenses</td> <td>(0 points)</td> </tr> </table>	<input type="checkbox"/> 5.0% – 11.99% indirect expenses	(8 points)	<input type="checkbox"/> 12.0% – 17.99% indirect expenses	(6 points)	<input type="checkbox"/> 18.0% – 24.99% indirect expense	(4 points)	<input type="checkbox"/> 25.0% – 30.99% indirect expenses	(2 points)	<input type="checkbox"/> 31% and above, indirect expenses	(0 points)															
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<input type="checkbox"/> 31% and above, indirect expenses	(0 points)																									

6. Please use the following link to answer the question below: [Model City/Brownsville Targeted Urban Area](#)

Will your project serve the Model City/Brownsville Targeted Urban Area?

No (0 points) Yes (5 points)

To earn points, the applicant **must** provide a detailed narrative and supporting documentation illustrating how the proposed activity will serve the Model City/Brownsville Targeted Urban Area (TUA). The response must include data demonstrating the need for the proposed activity and describe how the proposed activity will address that need, including targeted marketing and outreach efforts.

GENERAL SECTION SUB-TOTAL: _____ (60 POINTS POSSIBLE)

Public Service

E2.	<p>How many years of experience does the applicant have providing the proposed services? <i>Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating the programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many people the program(s) served. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 to 1 years (0 points) <input type="checkbox"/> 2 to 5 years (1 points) <input type="checkbox"/> 5 to 9 years (5 points) <input type="checkbox"/> 10 or more years (10 points)</p>
E3.	<p>How many Low and Moderate Income (LMI) persons in Miami-Dade County have you provided the proposed services to in the last 12 months. <i>Provide a list of LMI clients served in Miami-Dade County within the last 12 months, including each client's name, address, the dates of service, and household income listed both as a dollar amount and percent of Area Median Income (AMI). Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 (0 points) <input type="checkbox"/> 10 or less (1 points) <input type="checkbox"/> 11 to 30 (5 points) <input type="checkbox"/> 31 to 49 (10 points) <input type="checkbox"/> 51 or more (15 points)</p>
E4.	<p>Does the applicant have current executed agreements with other service providers to enhance the delivery of the proposed services to clients who are clearly defined in the application? <i>Provide copies of fully executed agreements with service providers for the proposed activity. The agreements should specify when and what services or resources will be provided to the proposed activity. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E5.	<p>Does the applicant have a formal intake process that includes documenting household size and income? <i>Must provide proof to receive points. Provide a narrative description of the applicant's intake process along with sample intake forms. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E6.	<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. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 point) <input type="checkbox"/> Yes (5 points)</p> <p>Provide a narrative description of the applicant's intake process along with sample intake forms.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
E7.	<p>Has the entity secured matching/leveraged funds from other sources, including grants and donations, for the proposed activity? <i>Leveraged matching funds may represent grant or donations raised by, or committed to, the applicant within the 12 months preceding the date of submission of the FY 2026 RFA application and are expected to be available at the time of CDBG contract execution. Provide proof of leveraged matching funds, such as grant award letters. Documentation should reflect that the leveraged matching funds will be available during the proposed activity contract period. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E8.	<p>Does applicant have documented community support for the proposed activity? <i>If yes, please provide evidence of support, such as a community letter of support, or other documented support from the community. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 point)</p>

CDBG GENERAL SECTION + PS TOTAL: _____ (110 POSSIBLE)

Public Service: Technical Assistance to Businesses (PSTA)

<p>E2.</p>	<p>How many years of experience does the applicant have providing Technical Assistance to Businesses? <i>Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating technical assistance to business programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many businesses the program(s) served. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 to 1 years (0 points) <input type="checkbox"/> 2 to 5 years (1 points) <input type="checkbox"/> 5 to 9 years (5 points) <input type="checkbox"/> 10 or more years (10 points)</p> <p>Narrative:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p>E3.</p>	<p>How many Low and Moderate Income (LMI) businesses in Miami-Dade County have you provided Technical Assistance to in the last 12 months. <i>Provide a list of LMI clients served in Miami-Dade County within the last 12 months, including each client's name, address, the dates of service, and household income listed both as a dollar amount and percent of Area Median Income (AMI). Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 (0 points) <input type="checkbox"/> 10 or less (1 points) <input type="checkbox"/> 11 to 30 (5 points) <input type="checkbox"/> 31 to 49 (10 points) <input type="checkbox"/> 51 or more (15 points)</p>
<p>E4.</p>	<p>Does the applicant have partnerships with other service providers to enhance the delivery of services to clients who are clearly defined in the application? <i>Provide copies of fully executed agreements with service providers for the proposed activity. The agreements should specify when and what services or resources will be provided to the proposed activity. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
<p>E5.</p>	<p>Does the applicant have a comprehensive Business Development Curriculum that addresses <u>ALL</u> of the following topics:</p> <ol style="list-style-type: none"> 1. Business planning 2. Accounting and financial management 3. Networking 4. Sales and marketing 5. Legal compliance 6. Management skills <p><i>If yes, provide a copy of the comprehensive business development curriculum that will be provided. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
<p>E6.</p>	<p>Does the applicant have a list of mandatory client intake criteria? <i>If yes, provide a copy of the applicant's mandatory client intake criteria. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
<p>E7.</p>	<p>Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activity? <i>If yes, provide a copy of the applicant's comprehensive marketing and outreach plan along with any sample materials, such as flyers, brochures, etc. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 point) <input type="checkbox"/> Yes (5 points)</p>
<p>E8.</p>	<p>Does applicant have documented community support for the proposed activity? <i>If yes, provided letters of support or other documented support from the community. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 point)</p>

CDBG GENERAL SECTION + PSTA TOTAL: _____ (110 POSSIBLE)

Public Facilities/Capital Improvements (PFCI) *for Participating Municipalities only

<p>E1.</p>	<p>Does the applicant have the technical capacity to successfully implement the proposed project?? <i>If yes, provide the résumés of key staff members that will be assigned to the proposed activity AND a detailed one-page narrative that explains the applicant’s experience in construction and managing federally funded projects. Upload supporting documentation in Neighborly..</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (15 points)</p> <p>Narrative:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>E2.</p>	<p>Have construction plans and specifications been completed? <i>If yes, provide a copy of completed construction documents for the proposed project. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
<p>E3.</p>	<p>Have all required environmental assessments have been completed? <i>If yes, provide copies of Phase I and, if applicable, Phase II Environmental Site Assessments, and lead and asbestos surveys. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
<p>E4.</p>	<p>Has the permit been issued for the project? <i>If yes, provide a copy of the permit or permit-ready documentation. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points)</p>
<p>E5.</p>	<p>Has full construction funding been committed (minus the funding requested) to the project? <i>If yes, provide proof of funding commitments, such as loan term sheets, award letters, or authorizing resolutions. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points)</p>
<p>E6.</p>	<p>Has a General Contractor (GC) been selected for the project. <i>If yes, provide a copy of the executed GC contract. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points)</p>
<p>E7.</p>	<p>Can the project be completed in 24 months or less from the CDBG contract execution date with Miami-Dade County? <i>If yes, provide a brief narrative statement describing all work performed to date and all remaining work that needs to be done AND a detailed project timeline with all project tasks and milestones. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points)</p>
<p>E8.</p>	<p>Does applicant have documented community support for the proposed activity? <i>If yes, provided letters of support or other documented support from the community. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 point)</p>
<p>E9.</p>	<p>Does this project commit to providing Green Certification features? <i>If yes, Provide a signed letter of intent detailing which green program criteria will be utilized (LEED, FGBC, Energy Star, etc.) and a list of green energy features that will be included in the project. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>

CDBG GENERAL SECTION + PFCI TOTAL: _____ (135 Possible)

Economic Development: Technical Assistance to Businesses (EDTA)

E2.	<p>How many years of experience does the applicant have providing Technical Assistance to Businesses? <i>Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating technical assistance to business programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many businesses the program(s) served. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 to 1 years (0 points) <input type="checkbox"/> 2 to 5 years (1 points) <input type="checkbox"/> 5 to 9 years (5 points) <input type="checkbox"/> 10 or more years (10 points)</p>
E3.	<p>How many Low and Moderate Income (LMI) businesses in Miami-Dade County have you provided Technical Assistance to in the last 12 months. <i>Provide a list of LMI clients served in Miami-Dade County within the last 12 months, including each client's name, address, the dates of service, and household income listed both as a dollar amount and percent of Area Median Income (AMI). Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 (0 points) <input type="checkbox"/> 1 to 10 (1 points) <input type="checkbox"/> 11 to 30 (5 points) <input type="checkbox"/> 31 to 50 (10 points) <input type="checkbox"/> 51 or more (15 points)</p>
E4.	<p>Does the applicant have current executed agreements with other service providers to enhance the delivery of the proposed services to clients who are clearly defined in the application? <i>Provide copies of fully executed agreements with service providers for the proposed activity. The agreements should specify when and what services or resources will be provided to the proposed activity. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E5.	<p>How many documented jobs has the entity assisted with creating in the past three (3) years? <i>Must provide proof to receive points, such as progress reports, intake forms, pay stubs, etc. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 (0 points) <input type="checkbox"/> 1 to 10 (1 point) <input type="checkbox"/> 11 to 20 (5 points) <input type="checkbox"/> 21 or more (10 points)</p>
E6	<p>Does the applicant have a comprehensive Business Development Curriculum that addresses <u>ALL</u> of the following topics? <i>If yes, provide a copy of the comprehensive business development curriculum for all services that will be provided. Upload supporting documentation in Neighborly.</i></p> <ol style="list-style-type: none"> 1. Business planning 2. Accounting and financial management 3. Networking 4. Sales and marketing 5. Legal compliance 6. Management skills <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E7	<p>Does the applicant have a list of mandatory client intake criteria? <i>If yes, provide a copy of the applicant's mandatory client intake criteria. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E8	<p>Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activity? <i>If yes, provide a copy of the applicant's comprehensive marketing and outreach plan along with any sample materials, such as flyers, brochures, etc. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 point) <input type="checkbox"/> Yes (5 points)</p>
E9	<p>Does the applicant have a job creation strategy specifically targeted for small businesses? <i>If yes, provide a one-page narrative explaining the applicant's strategy to assist small businesses with creating jobs. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E10.	<p>Does applicant have documented community support for the proposed activity? <i>If yes, provided letters of support or other documented support from the community. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 point)</p>

CDBG GENERAL SECTION + EDTA TOTAL: _____ (125 POSSIBLE)

Economic Development: Micro-Enterprise and Special Economic Development Lending (ME/SPED)

E2.	<p>Is the entity a Community Development Financial Institution (CDFI)? <i>Provide a copy of the applicant's current CDFI Certification from the Department of Treasury AND most recent Annual Certification Report (ACR). Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No, failed threshold. <input type="checkbox"/> Yes, passed threshold.</p>
E3.	<p>How many years of experience does the applicant have providing a small business lending program? <i>Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating small business lending programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many businesses the program(s) served. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 to 1 years (0 points) <input type="checkbox"/> 2 to 5 years (1 points) <input type="checkbox"/> 5 to 9 years (5 points) <input type="checkbox"/> 10 or more years (10 points)</p>
E4.	<p>Has the entity secured matching/leveraged lending capital from other sources, including grants and loans, which will be available to the entity for the purpose of providing loans to qualifying applicants? <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 2026 RFA application and are expected to be available at the time of CDBG contract execution. Provide proof of leveraged matching funds, such as loan term sheets or grant award letters. Documentation must reflect that the leveraged matching funds will be available during the proposed activity contract period. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E5.	<p>Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients that are clearly defined in the application?</p> <p><i>Provide copies of fully executed agreements with service providers for the proposed activity. The agreements should specify when and what services or resources will be provided to the proposed activity. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E6.	<p>How many businesses have successfully secured business loans from your program in the last three (3) years? <i>Provide a loan disbursement report and, if applicable, third-party loan documentation from the past three years. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 (0 points) <input type="checkbox"/> 1 to 20 (1 point) <input type="checkbox"/> 21 to 50 (5 points) <input type="checkbox"/> 51 or more (10 points)</p>
E7.	<p>How many documented jobs has the entity assisted with creating in the past three (3) years? <i>Must provide proof to receive points, such as progress reports, intake forms, pay stubs, etc. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 (0 points) <input type="checkbox"/> 1 to 10 (1 point) <input type="checkbox"/> 11 to 20 (5 points) <input type="checkbox"/> 21 or more (10 points)</p>
E8.	<p>Does the entity have detailed lending policies and procedures? <i>If yes, provide a copy of the applicant's detailed lending policies and procedures. Upload supporting documentation in Neighborly..</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (10 points)</p>
E9.	<p>Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activity? <i>If yes, provide a copy of the applicant's marketing and outreach plan along with any sample materials, such as flyers, brochures, etc. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 point) <input type="checkbox"/> Yes (5 points)</p>
E10.	<p>Does the applicant have a job creation strategy specifically targeted for small businesses? <i>If yes, provide a one-page narrative explaining the applicant's strategy to assist small businesses with creating jobs. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E11.	<p>Does entity have documented community support for the proposed activity? <i>If yes, provide letters of support or other documented support from the community. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>

GENERAL SECTION + ME/SPED TOTAL: _____ (125 POSSIBLE)

Economic Development: Business Incubator Assistance Program (BIAP)

E2.	<p>How many years has the organization been a business incubator? <i>Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating a business incubator. The description should include when, how long, and where the incubator occurred as well as who and how many businesses the incubator(s) served. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 to 1 years (0 points) <input type="checkbox"/> 2 to 5 years (1 points) <input type="checkbox"/> 5 to 9 years (5 points) <input type="checkbox"/> 10 or more years (10 points)</p> <p>Provide a brief narrative below:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
E32.	<p>Is the business incubator a member of the International Business Innovation Association (InBIA) f/k/a National Business Incubation Association (NBIA)? <i>Provide a copy of the applicant's Certificate of Membership to InBIA. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E4.	<p>Does the applicant have current executed agreements with other service providers to enhance the delivery of services to clients who are clearly defined in the application? <i>Provide copies of fully executed agreements with service providers for the proposed activity. The agreements must specify when and what services or resources will be provided to the proposed activity. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points) (5 points)</p>
E5.	<p>How many businesses have successfully completed and/or graduated from your program in the last three (3) years? <i>Provide a list of graduates AND certificates of completion. Include each client's name, address, and graduation date. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 (0 points) <input type="checkbox"/> 1 to 10 (1 points) <input type="checkbox"/> 11 to 20 (5 point) <input type="checkbox"/> 21 or more (10 points)</p>
E6.	<p>How many documented jobs has the entity assisted with creating in the past three (3) years? <i>Must provide proof to receive points, such as progress reports, intake forms, pay stubs, etc. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> 0 (0 points) <input type="checkbox"/> 1 to 4 (1 point) <input type="checkbox"/> 5 to 10 (5 points) <input type="checkbox"/> 11 or more (10 points)</p>
E7.	<p>Does the applicant have a comprehensive Business Development Curriculum that addresses <u>ALL</u> of the following topics: <i>If yes, provide a copy of the comprehensive business development curriculum for all services that will be provided. Upload supporting documentation in Neighborly.</i></p> <ol style="list-style-type: none"> 1. Business planning 2. Accounting and financial management 3. Networking 4. Sales and marketing 5. Legal issues 6. Management skills <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E8.	<p>Does the incubator program have well-defined tenant selection criteria? <i>If yes, provide a copy of the applicant's tenant selection criteria. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E9.	<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>If yes, provide a copy of the applicant's graduation policy, including a review of company revenues, staffing levels and time in the program. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>
E10.	<p>Does the applicant have a comprehensive Marketing and Outreach Plan for promoting the proposed activity? <i>If yes, provide a copy of the applicant's marketing and outreach plan along with any sample materials, such as flyers, brochures, etc. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 point) <input type="checkbox"/> Yes (5 points)</p>
E11.	<p>Does entity have documented community support for the proposed activity? <i>If yes, provide letters of support or other documented support from the community. Upload supporting documentation in Neighborly.</i></p> <p><input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points)</p>

CDBG GENERAL SECTION + BIAP TOTAL: _____ (125 POSSIBLE)

Housing - Rehabilitation

<p>E2.</p>	<p>How many years of experience does the applicant have rehabilitating homeownership units (i.e. single-family homes, condos, and townhomes)? Provide a detailed one-page narrative that explains the applicant's experience operating a home rehabilitation program similar to the proposed activity. The description should include when, how long, and where the applicant's program(s) occurred as well as who and how many homeowners the program(s) served. Upload supporting documentation in Neighborly.</p> <p> <input type="checkbox"/> 0 to 1 years (0 points) <input type="checkbox"/> 2 to 5 years (1 points) <input type="checkbox"/> 5 to 9 years (5 points) <input type="checkbox"/> 10 or more years (10 points) </p> <p>Narrative:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>E3.</p>	<p>How many homeownership units has the applicant rehabilitated in the last three (3) years? Provide a list of homeownership units that the applicant has rehabilitated within the last three (3) years, including each unit's owner name, address, date of completion, brief scope of work, and appropriate proof of completion based on each unit's scope of work. (e.g. Certificate of Occupancy, Certificate of Completion, final inspection reports, before-and-after photos, etc.). Upload supporting documentation in Neighborly.</p> <p> <input type="checkbox"/> No units (0 points) <input type="checkbox"/> 1 to 10 (5 points) <input type="checkbox"/> 11 to 20 (10 points) <input type="checkbox"/> 21 or more (15 points) </p>
<p>E4.</p>	<p>Does the applicant have a formal intake process that includes documenting household size and income? If yes, provide a copy of the applicant's intake process and criteria, including any forms and/or affidavits utilized. Upload supporting documentation in Neighborly.</p> <p> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points) </p> <p>Narrative:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>E5.</p>	<p>What percentage of the low- and moderate income (LMI) homeownership units for the proposed activity have been identified and pre-qualified to date? Provide a list of prequalified LMI clients and signed intake forms. Include each client's name, address, and household income listed both as a dollar amount and percent of Area Median Income (AMI). Upload supporting documentation in Neighborly.</p> <p> <input type="checkbox"/> No units <input type="checkbox"/> Less than 25% of units (5 points) <input type="checkbox"/> 26% to 50% of units (10 points) <input type="checkbox"/> 51% to 75% of units (15 points) <input type="checkbox"/> 76% to 100% of units (20 points) </p>
<p>E6.</p>	<p>Does applicant have documented community support for the proposed activity? If yes, provide evidence of support, such as letters of support or other documented support from the community. Upload supporting documentation in Neighborly.</p> <p> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 point) </p>
<p>E7.</p>	<p>What percentage of all sites for the proposed activity are located in Eligible Block Groups per the County's CDBG Viewer? Must provide proof to receive points. Upload supporting documentation as in Neighborly.</p> <p> <input type="checkbox"/> No units/Units have not been identified yet <input type="checkbox"/> Less than 25% of units (1 point) <input type="checkbox"/> 26% to 50% of units (5 points) <input type="checkbox"/> 51% to 75% of units (10 points) <input type="checkbox"/> 76% to 100% of units (15 points) </p>

CDBG GENERAL SECTION + HOUSING REHAB TOTAL: _____ (130 POSSIBLE)

Housing – Water and Sewer

<p>E2.</p>	<p>How many years of experience does the applicant have in septic-to-sewer conversions? <i>Provide a detailed one-page narrative that explains the applicant's experience operating a septic-to-sewer conversion program similar to the proposed activity. The description should include when, how long, and where the applicant's program(s) occurred as well as who and how many homeowners the program(s) served. Upload supporting documentation in Neighborly.</i></p> <p> <input type="checkbox"/> 0 to 1 years (0 points) <input type="checkbox"/> 2 to 5 years (1 points) <input type="checkbox"/> 5 to 9 years (5 points) <input type="checkbox"/> 10 or more years (10 points) </p> <p>Narrative:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>E3.</p>	<p>How many septic-to-sewer conversions has the applicant completed in the last three (3) years? <i>Provide a list of homeownership units that the applicant has provided septic-to-sewer conversion within the last three (3) years, including each unit's owner name, address, date of completion, and the final inspection report. Upload supporting documentation in Neighborly.</i></p> <p> <input type="checkbox"/> less than 10 (0 points) <input type="checkbox"/> 11 to 20 (5 points) <input type="checkbox"/> 21 to 30 (10 points) <input type="checkbox"/> 31 or more (15 points) </p>
<p>E4.</p>	<p>Does the applicant have a formal intake process that includes documenting household size and income? <i>If yes, provide a copy of the applicant's intake process and criteria, including any forms and/or affidavits utilized. Upload supporting documentation in Neighborly.</i></p> <p> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 points) </p> <p>Narrative:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>E5.</p>	<p>What percentage of the low- and moderate income (LMI) clients for the proposed activity have been identified and pre-qualified to date? <i>Provide a list of prequalified LMI clients and signed intake forms. Include each client's name, address, and household income listed both as a dollar amount and percent of Area Median Income (AMI). Upload supporting documentation in Neighborly.</i></p> <p> <input type="checkbox"/> No units <input type="checkbox"/> Less than 25% of units (5 points) <input type="checkbox"/> 26% to 50% of units (10 points) <input type="checkbox"/> 51% to 75% of units (15 points) <input type="checkbox"/> 76% to 100% of units (20 points) </p>
<p>E6.</p>	<p>Does applicant have documented community support for the proposed activity? <i>If yes, provide evidence of support, such as letters of support or other documented support from the community. Upload supporting documentation in Neighborly.</i></p> <p> <input type="checkbox"/> No (0 points) <input type="checkbox"/> Yes (5 point) </p>
<p>E7.</p>	<p>What percentage of all sites for the proposed activity are located in areas vulnerable to flooding and/or sea level rise per the Flooding Vulnerability Map? <i>Must provide proof to receive points. Upload supporting documentation as in Neighborly.</i></p> <p> <input type="checkbox"/> No units/Units have not been identified yet <input type="checkbox"/> Less than 25% of units (1 point) <input type="checkbox"/> 26% to 50% of units (5 points) <input type="checkbox"/> 51% to 75% of units (10 points) <input type="checkbox"/> 76% to 100% of units (15 points) </p>

CDBG GENERAL SECTION + WATER AND SEWER TOTAL: _____ (130 POSSIBLE)

APPLICATION ATTACHMENTS

Below is a list of general attachments that will be needed for most applications, as applicable.

Document	Required
Site Control Documentation: Site control documentation (e.g., recorded title, executed lease, firm purchase contract, option-to-purchase, or local government resolution) for the site(s) proposed for funding.	Required
Tax Exempt Status Letter: Evidence of the not-for-profit status.	Only if Applicable
IRS 990: Description of the not-for-profit status.	Only if Applicable
Governing Board: Names and addresses.	Required
Detailed Scope of Service/Activity Description: Description shall include who will carry out the activity, what type of service will be provided, how the services will be administered, the proposed clientele or service group (i.e., target population), how low-to-moderate income persons will be served, when the services will be provided, and a description of the activity location(s). Include interior and exterior pictures of activity location(s)	Required
Statement of Metropolitan Significance: Applicants that propose activities in entitlement jurisdictions other than Miami-Dade County provide a Statement of Metropolitan Significance and demonstrate: (1) That the activity addresses a high priority need as identified in the FY 2025–2029 Consolidated Plan, and (2) Shows that the activity provides a countywide benefit, with at least 51% of beneficiaries residing in Miami-Dade County’s unincorporated areas and/or participating municipalities.	Only if Applicable
Detailed Activity Budget: Full and complete total project budget, including 1) funds that are being requested in this RFA, and 2) all other funding anticipated to be utilized as a match or to partially fund the project/program.	Required
Leveraged Sources: Award letters, signed affidavits, and/or letters of commitment for all anticipated funding sources other than the RFA funds requested.)	Only if Applicable
Certified Audit Report: A certified audit performed by an independent auditor and/or Certified Financial Statements.	Required
Sources & Uses Statement for Proposed Activity	Required
Articles of Incorporation/Corporate Certification	Required
Current Certificate of Good Standing or Certificate of Status – From the State of Florida	Required
Local Business Tax Receipt	Only if Applicable
Current By-Laws	Required
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
Résumés and Organizational Chart	Required
Grant Track Record: For applicants previously funded by HCD, provide evidence that National Objectives were met, such as intake forms, progress reports, close out reports, etc. If not previously funded by HCD, provide evidence that the applicant successfully implemented a grant-funded program performing the activity for which funds are sought.	Only if Applicable
Certificate of Use for Activity Location: This documentation is required for all applicants.	Required
Written Policies and Procedures for the Management of the CDBG-Funded Activity: Applicant must have written policies and procedures describing the management of CDBG-funded activities. The policies and procedures, at a minimum should cover the following topics: <ol style="list-style-type: none"> 1. Record-Keeping Systems (24 CFR 570.506) 2. Financial Management Systems (2 CFR Part 200) 3. Procurement 4. Equipment and Real Property 5. Non-Discrimination and Actions to Further Fair Housing 	Required

Document	Required
<p>Certificates of Insurance: Proof of Commercial General Liability Insurance, Automobile Liability Insurance covering all owned, non-owned, and hired vehicles, and Worker's Compensation Insurance for all employees as required by Florida Statute 440. <i>Grantees/Vendors of Miami-Dade County (County) must have the appropriate insurance to be awarded a County contract. Applicants to this RFA must submit their insurance certificate(s) at the time of their application and are required to maintain the appropriate insurance coverage through the term of the contract. Please be advised that the County may require additional insurance coverage based on the activity, such as Professional Liability Insurance, Abuse and Molestation coverage, etc.</i></p>	<p>Required</p>

APPLICATION ATTACHMENTS (continued)

Below are specific attachments that will be needed based on the category you are applying for.

Public Service (PS)

Document
Past Experience: Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating the programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many people the program(s) served.
Assistance Capacity: Provide a list of LMI clients in Miami-Dade County served within the last 12 months. Include each client's name, address, the dates of service, and household income listed both as a dollar amount and percent of Area Median Income.
Collaborative Agreements with Service Providers: Provide copies of fully executed agreements with service providers for the proposed activity. The agreements should specify when and what services or resources are being provided.
Intake Process: Provide a narrative description of the applicant's intake process along with sample intake forms.
Marketing and Outreach Plan: Provide a copy of the applicant's comprehensive marketing and outreach plan along with any sample materials, such as flyers, brochures, etc.
Evidence of Matching/Leveraged Funds: 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 2026 RFA application and are expected to be available at the time of CDBG contract execution. Provide proof of leveraged matching funds, such as loan term sheets or grant award letters. Documentation should reflect that the leveraged matching funds will be available during the proposed activity contract period.
Community Support: Provide letters of support or other documented support from the community

Public Service – Technical Assistance to Businesses (PSTA)

Document
Past Experience: Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating technical assistance to business programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many businesses the program(s) served.
Business Assistance Capacity: Provide a list of LMI clients in Miami-Dade County served within the last 12 months. Include each client's name, address, the dates of service, and household income listed both as a dollar amount and percent of Area Median Income.
Collaborative Agreements with Service Providers: Provide copies of fully executed agreements with service providers for the proposed activity. The agreements should specify when and what services or resources are being provided.
Business Development Curriculum: Provide a copy of the comprehensive business development curriculum for all services that will be provided.
Mandatory Client Intake Criteria: Provide a copy of the applicant's mandatory client intake criteria.
Marketing and Outreach Plan: Provide a copy of the applicant's comprehensive marketing and outreach plan along with any sample materials, such as flyers, brochures, etc.
Community Support: Provided letters of support or other documented support from the community.

Public Facilities and Capital Improvements (PFCI) for Participating Municipalities only

Document
Past Experience: Provide the résumés of key staff members that will be assigned to the proposed activity AND a detailed one-page narrative that explains the applicant's experience in construction and managing federally funded projects.
Construction Documents: Provide a copy of completed construction documents for the proposed project.
Environmental Assessments: Provide copies of Phase I and, if applicable, Phase II Environmental Site Assessments, and lead and asbestos surveys.
Permit: Provide a copy of the permit or permit-ready documentation.
Funding Commitments: Provide proof of funding commitments, such as loan term sheets, award letters, or authorizing resolutions.
Executed GC Contract: Provide a copy of the executed General Contractor (GC) Contract.
Activity Timeline: Provide a brief narrative statement describing all work performed to date and all remaining work that needs to be done AND a detailed project timeline with all project tasks and milestones.
Green Certification: Provide a signed letter of intent detailing which green program criteria will be utilized (LEED, FGBC, Energy Star, etc.) and a list of green energy features that will be included in the project.

Economic Development – Technical Assistance to Businesses (EDTA)

Document
Past Experience: Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating technical assistance to business programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many businesses the program(s) served.
Business Assistance Capacity: Provide a list of LMI clients in Miami-Dade County served within the last 12 months. Include each client's name, address, the dates of service, and household income listed both as a dollar amount and percent of Area Median Income.
Collaborative Agreements with Service Providers: Provide copies of fully executed agreements with service providers for the proposed activity. The agreements should specify when and what services or resources are being provided.
Job Creation: Provide progress reports and beneficiary information including intake forms and pay stubs.
Business Development Curriculum: Provide a copy of the comprehensive business development curriculum for all services that will be provided.
Mandatory Client Intake Criteria: Provide a copy of the applicant's mandatory client intake criteria.
Marketing and Outreach Plan: Provide a copy of the applicant's comprehensive marketing and outreach plan along with any sample materials, such as flyers, brochures, etc.
Job Creation Strategy: Provide a one-page narrative explaining the applicant's strategy to assist small businesses with creating jobs.
Community Support: Provided letters of support or other documented support from the community.

Economic Development – Micro-Enterprise and Special Economic Development Lending (MS)

Document
CDFI Certification: Provide a copy of the applicant's CDFI Certification from the Department of Treasury AND most recent Annual Certification Report (ACR).
Past Experience: Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating small business lending programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many businesses the program(s) served.
Evidence of Matching/Leveraged Funds: 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 2026 RFA application and are expected to be available at the time of CDBG contract execution. Provide proof of leveraged matching funds, such as loan term sheets or grant award letters. Documentation must reflect that the leveraged matching funds will be available during the proposed activity contract period.
Collaborative Agreements with Service Providers: Provide copies of fully executed agreements with service providers for the proposed activity. The agreements must specify when and what services or resources will be provided.
Successful Loans: Provide a loan disbursement report and, if applicable, third-party loan documentation from the past three years.
Job Creation: Provide progress reports and beneficiary information including intake forms and pay stubs.
Loan Underwriting Guidelines: Provide a copy of the applicant's lending policies and procedures.
Marketing and Outreach Plan: Provide a copy of the applicant's marketing and outreach plan along with any sample marketing materials, such as flyers, brochures, etc.
Job Creation Strategy: Provide a one-page narrative explaining the applicant's strategy to assist small businesses with creating jobs.
Community Support: Provide letters of support or other documented support from the community.

Economic Development – Business Incubator Assistance Program (BIAP)

Document
Past Experience: Provide the resumes of key staff that will work on the proposed activity AND a detailed one-page narrative that explains the applicant's experience operating small business lending programs that are similar to the proposed activity. The description should include when, how long, and where the programs occurred as well as who and how many businesses the program(s) served.
Proof of membership in the International Business Innovation Association (InBIA) f/k/a National Business Incubation Association (NBIA): Provide a copy of the applicant's Certificate of Membership to InBIA.
Collaborative Agreements with Service Providers: Provide copies of fully executed agreements with service providers for the proposed activity. The agreements must specify when and what services or resources will be provided.
Graduate Success: Provide a list of graduates AND certificates of completion. Include each client's name, address, and graduation date.
Job Creation: Provide progress reports and beneficiary information including intake forms and pay stubs.
Business Development Curriculum: Provide a copy of the comprehensive business development curriculum for all services that will be provided.
Tenant Selection Criteria: Provide a copy of the applicant's tenant selection criteria.
Graduation Requirements: Provide a copy of the applicant's graduation policy, including a review of company revenues, staffing levels and time in the program.
Marketing and Outreach Plan: Provide a copy of the applicant's marketing and outreach plan along with any sample marketing materials, such as flyers, brochures, etc.
Community Support: Provide letters of support or other documented support from the community.

Housing – Rehabilitation (HR)

Document
Past Experience: Provide a detailed one-page narrative that explains the applicant’s experience operating a home rehabilitation program similar to the proposed activity. The description should include when, how long, and where the applicant’s program(s) occurred as well as who and how many homeowners the program(s) served.
Completed Units: Provide a list of homeownership units that have been rehabilitated within the last three (3) years, including each unit’s owner name, address, date of completion, brief scope of work, and appropriate proof of completion based on each unit’s scope of work. (e.g. Certificate of Occupancy, Certificate of Completion, final inspection reports, before-and-after photos, etc.).
Intake Process: Provide a copy of the applicant’s intake process and criteria, including any forms and/or affidavits utilized.
Pre-qualified Units: Provide a list of prequalified LMI clients and signed intake forms. Include each client’s name, address, and household income listed both as a dollar amount and percent of Area Median Income (AMI).
Community Support: Provide evidence of support, such as letters of support or other documented support from the community
Eligible Block Groups: Provide printouts from the County’s CDBG Viewer showing the proposed sites that are located in Eligible Block Groups.

Housing – Water and Sewer (HWS)

Document
Past Experience: Provide a detailed one-page narrative that explains the applicant’s experience operating a septic-to-sewer conversion program similar to the proposed activity. The description should include when, how long, and where the applicant’s program(s) occurred as well as who and how many homeowners the program(s) served.
Completed Units: Provide a list of homeownership units that the applicant has provided septic-to-sewer conversion within the last three (3) years, including each unit’s owner name, address, date of completion, and the final inspection report.
Intake Process: Provide a copy of the applicant’s intake process and criteria, including any forms and/or affidavits utilized.
Pre-qualified Units: Provide a list of prequalified LMI clients and signed intake forms. Include each client’s name, address, and household income listed both as a dollar amount and percent of Area Median Income (AMI).
Community Support: Provide evidence of support, such as letters of support or other documented support from the community
Sea Level Rise/Flooding Vulnerability: Provide printouts from the County’s the Flooding Vulnerability Map showing the proposed sites that are located in vulnerable areas.

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

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

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

**VERIFICATION OF ENVIRONMENTAL SAFETY
PHASE I ENVIRONMENTAL SITE ASSESSMENT
PAGE 2 OF 2**

3. If the Phase I ESA discloses potential problems (including, but not limited to asbestos or asbestos containing materials lead-based paint, radon gas, soil or ground water contamination, etc.) on the proposed site, the signatory must indicate which of the following (Item a, b, or c.) applies:
- a. environmental safety conditions on the site require remediation and a plan that includes anticipated costs and estimated time needed to complete the remediation has been prepared, either as a part of the Phase I ESA or as a separate report; or
 - b. a Phase II ESA is required or recommended. The firm that performed the Phase II ESA, even if it is the same firm that prepared the Phase I ESA, MUST complete and execute the Phase II ESA Verification.; or
 - c. although environmental safety conditions exist on the site, no remediation or further action is required or recommended.

CERTIFICATION

I certify that the foregoing information is true and correct.

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

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

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

VERIFICATION OF ENVIRONMENTAL SAFETY PHASE II ENVIRONMENTAL SITE ASSESSMENT

Name of Development: _____

Development Location: _____

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

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

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

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

Yes No

If "Yes", to demonstrate the condition of the site, an update to the original Phase II ESA was prepared on

(Dated of Phase II ESA - mm/dd/yyyy*)

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

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

CERTIFICATION

I certify that the foregoing information is true and correct.

Authorized Signature

Date (mm/dd/yyyy)

Name of Firm that Performed
the Phase II ESA

Print of Type Name of Signatory

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

Print of Type Name of Signatory

Telephone Number Including Area Code

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



Implementing Order No.: IO 4-132

Title: PUBLIC HOUSING AND COMMUNITY DEVELOPMENT FEE SCHEDULE

Ordered: 9/22/16

Effective: 10/1/2016

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 2015-16)	Proposed Fee (FY 2016-17)
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	\$400
Construction Inspection Fee	-	\$114 (per unit)*
Contract Extension/-Modification Fee (multi-family development loans only)	\$2,500	\$2,500
Commitment Fee	-	1%**

**Miami-Dade County
Mayor Daniella Levine Cava**

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