

2025

**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)
FUNDING FOR
SPECIAL ECONOMIC
DEVELOPMENT
APPLICATIONS**

Department of Housing & Community Development
701 NW 1st Court, 14th Floor, Miami, Florida
33136

The RFA Application and Attachments are
available online at
<https://www.miamidade.gov/global/housing/requests.page>



APPLICATION DISCLAIMER

Applicants should check the County's website for updates and/or modifications to this Application.

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

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.

The Department of Housing and Community Development does not discriminate on the basis of age, color, religion, sex, national origin, disability or familial status in the admission or access to, or treatment or employment in housing programs or activities. If you need a sign language interpreter or materials in an 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.

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PROGRAM OVERVIEW

Miami-Dade County's Community Development Block Grant (CDBG) Program allocates funds from the U.S. Department of Housing and Urban Development (HUD) to not-for-profit community-based development organizations, community development corporations, community-based organizations, and for-profit entities to support projects that benefit low- and moderate-income persons. The primary objective of the CDBG program is to benefit low- and moderate-income persons who earn at or below 80% of the Area Median Income (AMI) and/or reside in census block groups where at least 51% of the population is at low- and moderate-income levels [Code of Federal Regulations (CFR) 570.208(a)].

The Miami-Dade County Department of Housing and Community Development (HCD) is soliciting applications from established, **for-profit businesses** seeking Special Economic Development (SPED) grant funds to support business expansion initiatives.

The eligibility determination of proposed SPED projects is guided by CDBG regulations found at 24 Code of Federal Regulations (C.F.R.), Part 570 (CDBG Regulations), specifically at 24 C.F.R. 570.203, and the solicitation of SPED projects was approved by the Miami-Dade County Board of County Commissioners (BCC) through Resolution # R-1046-17.

SPED Grant Awards may not exceed \$100,000 and will be awarded in the form of a forgivable loan. The proposed project must create one (1) job per every \$35,000 of grant/loan funding, and at least 51% of the jobs created must employ low-to-moderate income persons. The loan will be forgiven when the creation of one full-time equivalent job per \$35,000 of funding is verified. The SPED Program is not appropriate for Applicants that are new businesses or businesses seeking funding to prevent or delay closing.

Applicants must demonstrate confirmed financing from other sources, which may include owner's equity. The SPED Program funds are to be utilized as **GAP** funding. GAP funding is the difference between existing financing commitments for a project and the overall project cost.

All grant/loan disbursements issued under the SPED Program will be made on a reimbursement basis. Reimbursement packages will be processed upon HCD's receipt of acceptable documentation (e.g.: invoices, receipts and proof of payments). In no event shall the County provide advance CDBG funding to the Applicant or to any subcontractor hereunder, nor shall the Applicant advance CDBG funds to any party.

Application forms and attachments **will only be available online** at the HCD website at <https://www.miamidade.gov/global/housing/requests.page>. HCD will only accept Applications submitted online.

Applications must be submitted in ZoomGrants at:
<https://www.zoomgrants.com/zgf/SPED>

APPROVAL PROCESS

HCD has been authorized through #R-1046-17 to solicit projects for SPED activities through an application process that will be vetted by HCD staff and management. The Applicant will submit an online Application and provide required documents for application review to HCD.

The SPED application consists of the guidelines approved by the BCC and an application checklist detailing what documents are required. These documents will determine eligibility, due diligence compliance, and items to complete underwriting/subsidy layering analysis. The package also includes the affidavits required by Miami-Dade County.

DEFINITIONS

American with Disabilities Act (ADA):	The American with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities and ensures community integration for persons with disabilities through implementation of accessibility features and accommodations.
Area Median Income (AMI):	The midpoint of a specific area's income distribution, which is calculated on an annual basis by the U.S. Department of Housing and Urban Development (HUD).
Applicant:	The Owner or Tenant of a commercial facility submitting an application for assistance through this program with the consent and authorization of the other property contractual parties.
BCC:	Miami-Dade County Board of County Commissioners.
Bid or Bidding:	Professional quoting for the Project's work or portion of the Project's work.
Community Development Block Grant (CDBG):	Enacted by the Housing and Community Development Act of 1974, the CDBG Program is one HUD's longest-running programs. CDBG funds local community development activities with the goal of building stronger and more resilient communities. CDBG activities may address needs such as infrastructure, economic development projects, public facilities installation, community centers, housing rehabilitation, public services, clearance/acquisition, micro-enterprise assistance, code enforcement, homeowner assistance, etc.
Contract:	The Miami-Dade County SPED Program Contract under this program, executed by the County and Applicant/Owner.
Contractor:	Contractors and/or subcontractors performing contracted construction work for the Project, under Owner's responsibility.
Davis Bacon Act:	The Davis-Bacon Act is triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. Davis-Bacon Act (40 U.S.C. 276 a to a-7) as supplemented by Department of Labor regulations 29 CFR Part 1, Part 3, and Part 5, as amended. Davis-Bacon requires that workers receive no less than the prevailing wages being paid for similar work in the same area. Davis-Bacon wage rates can fluctuate based on economic conditions, and the applicable rate may not be known until time of bidding. Proposers are encouraged to build in contingencies and general market conditions into their contracts to account for this possibility.

Due Diligence	The HCD Due Diligence Investigation, as required by Resolution No. R-630-13.
Eligible Activity	Activities that create or retain at least one full-time equivalent, permanent job per \$35,000 of CDBG funds used, per § 570.209.
Environmental Review (ER):	The process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The ER process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. The level of ER will vary according to the proposed scope of work for the activity, but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related federal and state environmental laws. The Applicant will be responsible for costs incurred in the completion of the review process (e.g. public notices required by CFR Part 58), as applicable.
Full-Time Equivalent (FTE):	A unit of measurement used to determine the number of full-time hours worked by employees in a business. FTE jobs are calculated by dividing the total number of weekly hours by 40. Fractions are rounded to the nearest whole number.
Good Standing:	The Applicant is <u>not delinquent</u> in any obligation to Miami-Dade County nor is the agency/business, officer or any member of the agency's Board of Directors on the Miami-Dade County Delinquent List. In addition, if any individual listed on the application appears on the <i>Excluded Parties List System</i> (www.epis.gov), they may be excluded from receiving federal contracts, certain subcontracts, and certain federal financial and nonfinancial assistance and benefits.
Grantee	The entity to whom the grant or funds are released.
Grantor	Miami-Dade County
Metropolitan Significance:	Metropolitan Significance is defined as: (1) A project necessary to further the purposes of the Housing and Community Development Act of 1974, (2) A project necessary to further the purposes of Miami-Dade County's Community Development objectives and, (3) A project with a reasonable benefit to residents within Miami-Dade County's entitlement jurisdictions boundaries.

National Objective:	The authorizing statute of the CDBG program requires that each activity funded (except for program administration and planning activities) must meet one of three national objectives. The “primary” national objective is Benefit to Low- and Moderate- Income (LMI) persons. The four categories that can be used to meet the LMI national objective are: Area benefit activities; Limited clientele activities; Housing activities; or Job creation or retention activities.
Owner or Project Owner:	The awarded Applicant.
Owner’s Equity	The Owner’s financial contribution to the proposed Project, which must be no less than 15% of the total project budget.
HCD:	Miami-Dade County Department of Housing and Community Development
Permitting:	Approval process performed by Miami-Dade County or the Municipality’s Building Departments.
Project:	The activity being conducted and for which funding is being sought.
Section 3:	Any work performed under any contract that results from this Application that is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC § 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered under Section 3, shall, to the greatest extent possible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
Service Area:	The area to be serviced by the proposed project.
Site Control:	The legal right to use a property through ownership, lease, or an option agreement with the landowner, which must be demonstrated through a recorded title, executed lease agreement, firm purchase contract, Option-to-Purchase, Local Government Resolution, or other legal document for the site proposed for funding. Land lease expiration date must be at least two years beyond the creation of the required job. A valid option to purchase must be through projected competition of the project. Site control is a minimum threshold requirement.

**Special Economic
Development (SPED):**

Miami-Dade County's Special Economic Development (SPED) program provides economic development assistance to private, for-profit businesses in the form of forgivable loans. The goal of the SPED program is to create jobs by supporting expanding small businesses. The SPED application and supporting documents must be in the name of the legal entity that will own the project or the contracting entity.

Readiness to Proceed:

The extent to which a construction project is in the advanced stages of development planning. Ready to proceed means the project can commence construction and is past the planning, engineering, and funding stages. 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.

Credit Underwriting:

An analytical process that determines the amount of financing necessary given the financial and organizational capacity of the Applicant in order for the project to be successfully completed. HCD will use HUD defined standards to evaluate and determine the financial feasibility of proposed SPED projects. Credit underwriting will be conducted by HCD staff.

**Unique Entity Identification
(UEID):**

The federal government requires companies doing business with the government or receiving grants to have a Unique Entity Identification (UEID) number. Federal acceptance of the DUNS number ended on April 4, 2022, and a free UEID number can be attained at the federal government website [SAM.gov](https://sam.gov).

PROGRAM GUIDELINES

General

Miami-Dade County is accepting applications for the Special Economic Development (SPED) Program to be administered by HCD. This program will select projects and administer CDBG funding for SPED projects, as described in the CDBG regulations found at 24 Code of Federal Regulations, Part 570 (CDBG Regulations), specifically at 24 C.F.R. 570.203.

- **The maximum award is \$100,000.00 per application.**
- **For every \$35,000 SPED Loan, the Applicant must create one (1) job.**

This is an open and rolling application. Once HCD has determined that all funding has been encumbered, the application will close. Applications will only be made available online and may only be submitted online.

Applicants selected by HCD to participate in the SPED program will enter into CDBG funding agreements and loan documents with the County after receiving a satisfactory credit underwriting recommendation.

Eligible Applicants

The SPED program is open to Miami-Dade County businesses with a proven history of success. New businesses and businesses experiencing hardship are unlikely to pass minimum threshold or receive a positive credit underwriting report. As such, Housing and Community Development encourages established, expanding, for-profit businesses to apply to this RFA. For-profit entities are encouraged to respond to this RFA process by submitting applications for an eligible project.

Applicants and their subsidiaries may receive no more than one award every three years.

Eligible Activities

CDBG funds can be used to undertake certain Special Economic Development Activities. These projects include:

- Acquiring, constructing and reconstructing, rehabilitating or installing commercial or industrial buildings, structures, and other real property equipment and improvements,
- Assisting a private, for-profit business to carry out an economic development project that creates jobs.

Ineligible Activities

The following projects **cannot** be assisted with CDBG funds:

- Buildings used for the general conduct of government.
- General government expenses.
- Compensation for the use of construction equipment through leasing, depreciation, or use allowances, pursuant to the CDBG Regulations and OMB Circulars A-21, A-87, or A-122 as applicable for an otherwise eligible project is eligible.

- Purchase of personal property, including equipment, fixtures, motor vehicles, furnishings, or other personal property.
- Income payments made to an individual or family for items such as food, clothing, housing, or utilities.
- New housing construction.
- Motor vehicles
- Home-based businesses

Project Eligibility Determination

The eligibility of projects is governed by CDBG Regulations, including but not limited to 24 CFR 570.201 – 207:

A recipient may use CDBG funds for special economic development projects in addition to other projects authorized in this subpart that may be carried out as part of an economic development project. Guidelines for selecting projects to assist under this paragraph are provided at § [570.209](#). The recipient must ensure that the appropriate level of public benefit will be derived pursuant to those guidelines before obligating funds under this authority. Special projects authorized under this section do not include assistance for the construction of new housing. Projects eligible under this section may include costs associated with project-specific assessment or remediation of known or suspected environmental contamination.

Special economic development projects include:

(a) The acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. Such projects may be carried out by the recipient or public or private non-profit sub-recipients.

(b) The provision of assistance to a private for-profit business, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any project where the assistance is appropriate to carry out an economic development project, excluding those described as ineligible in § [570.207\(a\)](#).

In selecting businesses to assist under this authority, the recipient shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods.

(c) Economic development services in connection with projects eligible under this section, including, but not limited to, outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of all necessary agreements; management of assisted activities; and the screening, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of providing necessary training for persons filling those positions.

Any project not specifically authorized under the CDBG regulations and statute is ineligible to receive CDBG funds.

Procurement Requirements

When an Applicant Entity that receives CDBG funds elects to hire a contractor or service provider, whether to administer a program, complete a task or do construction, those contractors must be procured in accordance with CDBG Regulations, including but not limited to 2 C.F.R. Part 200, Subpart D.

Restriction on Location of Activities

As per CFR 570.309, CDBG funds may only assist an activity outside the Miami-Dade County jurisdiction if the Grantee determines that such an activity is necessary to further the purposes of the recipient's community development objectives, and that reasonable benefits from the activity will accrue to residents within the jurisdiction of the grantee. As such, Applicants proposing projects in entitlement jurisdictions or municipalities participating in the State of Florida Small Cities CDBG Program will only be considered if they can demonstrate that the proposed project is of *Metropolitan Significance* (signifying that the proposed project has a countywide benefit in which the majority of its beneficiaries (51%) are from unincorporated Miami-Dade County or Miami-Dade County's participating municipalities).

Minimum Threshold Requirements

Only applications meeting the following minimum threshold requirements will be approved to proceed with a credit underwriting analysis:

1. Applications must be for a for-profit business located in Miami-Dade County with three years of tax returns prior to applying.
2. Application meets a US HUD Eligible Activity.
3. Application meets a US HUD National Objective
4. Application demonstrates Site Control.
5. Application provides a complete and comprehensive Budget and all requested documentation.
6. Application provides a Sources and Uses Statement.
7. Application provides Proof of Financing / Firm Commitment, if applicable.
8. Applicant must execute and submit the mandatory Due Diligence affidavit and successfully pass the Due Diligence review.
9. Applicant receives a positive credit underwriting recommendation

All completed applications that meet the first six (6) minimum threshold criteria will be eligible to proceed with the credit underwriting analysis. Applicants are required to attend a kickoff meeting with HCD staff prior to the commencement of the credit underwriting review. HCD will contact the applicant within 60 calendar days of receiving the SPED application to schedule the kickoff meeting. Upon receiving a positive credit underwriting recommendation (#6 Minimum Threshold

Requirement), Applicants will be notified and scheduled for contract development and loan closing.

Environmental Review

Federal regulations require all CDBG projects to undergo an Environmental Review before any funds are committed to a project. If applicable and at the discretion of HCD, the cost of the Environmental Review will be the responsibility of the Applicant.

24 CFR 58.22 prohibits grant recipients from committing or spending CDBG funds on any activity that could have an adverse environmental impact or limit the choice of reasonable alternatives prior to completion of an environment review. As such, **HCD will not allocate funds to a Special Economic Development project already under construction.**

Credit Underwriting

In all cases, HCD will conduct a credit underwriting analysis prior to contract execution with Miami-Dade County. Credit underwriting will be conducted by HCD staff using HUD defined standards to evaluate and determine the financial feasibility of proposed SPED projects. If applicable and at the discretion of HCD, the cost of underwriting will be the responsibility of the Applicant.

The documents that HCD may require from applicants on a case-by-case basis are consistent with HUD's voluntary project underwriting guidelines stated in 24 C.F.R. 570.209(a) and HCD's SPED guidelines. HCD will determine which documents to request from entities to determine the feasibility of proposals.

As part of the credit underwriting process, HCD will conduct a Due Diligence Investigation, as required by Resolution No. R-630-13. Entities NOT clearing the Due Diligence Investigation will be given the opportunity to cure any issues within 30 days' notice given by HCD.

Ongoing Responsibilities, Monitoring, and Record Keeping

Entities receiving CDBG funds will be required to submit quarterly progress reports and will also be subject to annual monitoring site visits. Progress reports will be reviewed to assess the entity's progress in creating jobs for low- and moderate-income persons. **Awardees must document and maintain records of jobs created for five (5) years after notice from HCD that the HUD National Objective has been met.**

Evaluation Criteria

SPED projects must demonstrate a sufficient benefit in return for the County's CDBG investment. HUD has established guidelines for selecting SPED projects to be funded. These guidelines have two parts:

1. Financial Feasibility

- Project costs are reasonable.
- All sources of project financing are firmly committed.
- To the extent practicable, CDBG funds are not substituted for non-federal financial support.
- To the extent practicable, the return on the owner's equity investment will not be unreasonably high.
- To the extent practicable, CDBG funds are disbursed on a pro rata basis with other finances provided to the project.

2. Public Benefit

- When CDBG funds are used for Special Economic Development projects, applicants must demonstrate and ensure that a minimum level of public benefit is obtained.
- For purposes of this proposal, federal regulations require that at least one (1) full-time equivalent, new permanent job is created per \$35,000 of CDBG funds used.
- The jobs created must be maintained for a minimum of one (1) year.

HCD Funding Guidelines

HCD has established guidelines for recognizing potential SPED Projects for funding. These guidelines have three parts:

1. Job Creation and Retention

- The Applicant's ability to create and retain job(s) is not dependent on the request for funds through the SPED Application.

2. Expanding Business

- The Applicant's ability to sustain normal business operations is not dependent on the request for funds through the SPED Application.
- The Applicant must be an expanding business, which should be clearly demonstrated in the application.
- Indicators of an expanding business may include but are not limited to the following:
 - Stable increases in revenue and profit
 - Expanding physical footprint (e.g.: establishing an additional location)
 - Expansion of goods and services offered (e.g.: expansion of menu to include new items)
 - Addition of new staff and/or wage increases
 - Recent renovations
 - History of investment and reinvestment of profits into the business

3. Clarification of Inconsistencies

- Applicants should be able to articulate and explain any inconsistencies or points of concern identified by HCD underwriters. Applicants will be given a maximum of 30 days to articulate, in writing, any inconsistencies or points of concerns identified by HCD underwriters. Applicants that fail to respond in the appropriate fashion will be deemed nonresponsive and their application will be subject to denial and will be closed.

Restrictions to Application Changes

Once submitted, applicants will not be permitted to make significant changes to their applications. Significant changes include (but are not limited to):

1. Changes to the project activity or scope.
2. Changes to the funding request.
3. Changes in the ownership of the business.

The aforementioned changes will not be permitted during the 30-day application cure period nor at any point during the application review process. Applicants seeking to make significant changes to their application should submit a new application for SPED funding.

Restrictions to Application Resubmissions

Applicants who are not approved for SPED funding and receive a Letter of Deficiency may reapply 12 months after the issuance of the Letter of Deficiency and once the business has made adequate progress demonstrating the capacity to achieve a U.S. HUD National Objective.

HCD reserves the right to disqualify applicants who have reapplied less than 12 months after the issuance of the Letter of Deficiency.

Eligibility Requirements & Project Analysis

To be eligible for funding, all proposed projects must meet the requirements listed below. Applicants are strongly encouraged to consider these requirements before preparing an application, as these factors will be used to rate and evaluate proposals.

1. **National Objective:** The proposed project must meet the HUD National Objective of benefiting low- to moderate-income (LMI) persons. Applicants proposing projects that will benefit low- and moderate-income persons will be required to provide the appropriate documentation. Applicants must provide the income eligibility requirements for the proposed project or demonstrate that the project is located in an Eligible Block Group (EBG), which can be determined using the Miami-Dade County Community Development Block Grant (CDBG) Viewer at: (<https://experience.arcgis.com/experience/e62508d307a9419f8fda8c0690c061bd>).
2. **Organizational and Financial Capacity:** Applicants must demonstrate that they are fiscally sound and have the skills, ability and experience required to achieve HUD's National Objective and are able to meet other program requirements. Applicants will be evaluated on experience, organizational and administrative capacity, financial capacity, and management experience. This will include a review of résumés, financial statements, tax returns, monitoring reports, audit findings, and complete inspections of new proposed project locations.
3. **Leveraging:** Applicants must show that they have other sources of funding available for the proposed project. Since the County only uses its federal and local funds to address funding gaps, other sources of funding must be in place to ensure the successful completion of the project. Documentation must be provided with the application to verify the availability of leveraged resources. Applicants must have complete funding in place, except for the requested gap funding, and applicants must provide a Sources and Uses Statement. Applicants must demonstrate maximum leveraging with non-County funds.
4. **Track Record:** All applicants must be in good standing with respect to audit findings and have a track record of completing projects on time. Applicants who have a prior relationship with HCD must be in good standing.
5. **Site Control:** Applicants must demonstrate a legal right to utilize the property (e.g., executed title, lease agreement, firm purchase contract, Option-to-Purchase, or Local Government Resolution) of the site or building proposed for funding.
6. **Geographic Location:** The County encourages projects that are located in and/or serve Eligible Block Groups. Applications must describe how these areas and the residents will be served by the proposed project.

Supporting Documentation

HCD will require supporting documentation when determining the feasibility of projects, which may include, but not be limited to the following:

- Organizational Chart and Documents, including Articles of Incorporation.
- Financial data to show proof that the applicant has funds available to cover the full project cost minus the CDBG funding request, including audited or certified financial statements from the Applicant's last completed fiscal year, bank statements, tax returns from the last three years. Additionally, under certain circumstances, applicants may be required to provide a personal guarantee.
- Evidence of firm commitment if budget indicates the applicant has funding from sources other than HCD. The commitment must be in writing, on company's letterhead, and signed by a person authorized to make the commitment. The commitment must indicate the total dollar value of commitment and must be valid through the financial closing of the project. It must be supported by evidence of funding availability from an industry recognized financial institution and show evidence of initial underwriting by the lender or from a financial source determined through documented evidence to be able to support the commitment. Final decisions on the issue of "firm commitment" shall be made by HCD.
- Proposed sources and uses broken out in detail.
- Executed construction contract with a general contractor and subcontractor's permits, if applicable.
- Statement of the actual cost of goods, services and equipment proposed in the project which may include invoices from contractors with supporting evidence of the source of the costs presented.
- Recent permitted and approved construction plans.
- Current Business Plan, with proposed pro forma that supports sufficient business growth to hire new employees.
- 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 all supporting documentation requested and are deemed feasible. Applicants are strongly encouraged to use the following list as a guide when submitting proposals for this RFA.

Applicant Information

1. Identity of Applicant Entity and Principals and the ownership structure (i.e., identify principals and officers/general partners, percentage of ownership and responsibilities in partnership/organization).
2. Copy of official documentation creating the Applicant Entity (i.e., partnership agreement, certificate of limited partnership, articles of incorporation, by-laws, certification of good standing, and any other corporate documents for the Applicant and any corporate general partner).
3. Resume and trade references for each Principal of the Applicant, including a description of experience in the development, ownership and management of commercial properties. References must include addresses, contact names, and telephone numbers.
4. List of all County-financed projects.

Property Information

1. Detailed property description (See Application).
2. Survey indicating the exact boundaries of the Property, any flood hazard area(s), all ingress and egress to the Property, all utilities, and the Property's legal description.
3. Site Plan.
4. Zoning compliance.
5. Copy of the most recent Title Report for the Property.
6. Evidence of Site Control by applicant entity seeking funding (i.e., copy of Ground Lease Analysis, Sales or Purchase Agreement and most recent Deed to the Property, or Ground Lease to include all attachments and addendum. Closing Statement if purchase has occurred within past 24 months) (See Application).
7. Color photographs of the subject Property.
8. Aerial photograph of the Property and immediate surrounding area, if available.
9. Evidence of availability of utilities.
10. Building plans and specifications for the site and buildings.
11. Soil test reports.
12. Building permits, if available.
13. Market study.
14. Appraisal with resume and references of appraiser.
15. An Engineering and Property Condition Report (Physical Needs Assessment).
16. Phase I environmental review, including history of Title to the Property, with resume and references of environmental auditor.
17. Evidence of Insurance including, but not limited to, General Liability, Workmen's Compensation, Builder's Risk, Auto Liability.
18. Current Certificate of Use for Project Location. HCD staff may conduct an on-site mandatory inspection to confirm location prior to recommending funding.

Financial Information

1. Current signed financial statements of Applicant entity and each Principal, General Partner, General Contractor and Credit Enhancer or Guarantor, dated within 90 days of the Application submission date. All financial statements should be audited or prepared by a third party Certified Public Accountant (CPA) or professional accountant. Certified financial statements must include a statement of financial changes and all notes. If audited financial statements are not available, the statements must be certified as complete and accurate by a CPA. HCD reserves the right to interview the CPA preparing the financial statements and tax returns when necessary to determine the Applicant's financial capacity.
2. Most recent three years' tax returns for Applicant entity; all Principals, General Partners, General Contractor and Credit Enhancer or Guarantor, with all supporting notes and schedules.
3. Applicant and Principals Analysis of Cash Flows and Contingent Liabilities, certified as complete and accurate by the party whose finances are summarized by the statement. This must include a detailed schedule of all real estate owned by the Applicant, Corporate General Partner, and the Principals of the Applicant, and/or Corporate General Partner showing the type of property owned, ownership percentage, property value, mortgage balance, amount of income, expenses, debt service and debt service coverage for the past year and through the most current month of the present year.
4. Five-year income and expense pro forma (detail operating expense items). Schedule of Proposed Secondary Financing or grants, if any, supported by commitment letters.
5. Copy of an executed first mortgage loan commitment outlining the terms of financing.
6. Detailed Sources and Uses of Funds Statement.

Management Information

1. Management Agent's resume and references, to include number of years in business, number and location of other properties/units managed, and brief resume of key Principals
2. Executed Management Agreement
3. Management Plan

Construction Information

1. Detailed project cost breakdown highlighting breakout of hard construction costs (including contingencies, general requirements, and all overhead and profit figures) and soft costs. Please detail calculation of interest reserves, operating and working capital reserves, and builder's fee
2. Executed Construction Contract
3. General Contractor's license
4. Resume, banking and trade references (include bonding company) on the General Contractor, including a description of experience in the development of similar properties
5. Signed Credit Authorization form for General Contractor (form provided by credit underwriter)

6. Copy of Architect's Contract, Current License, and resume which list experience with this type of Development
7. Copy of Engineering Contract, Current License, and resume which list experience with this type of Development
8. Construction Draw Schedule
9. Termite inspection report and/or a termite bond (or other acceptable evidence of damage/repair coverage)
10. Asbestos building survey

General Instructions

- All applicants must include all affidavits contained herein.
- Applicants must submit an online application in HCD's grants management system.
- All applications must be submitted in the legal name of the agency that is applying for funding. The applicant must be an active entity registered with the *Florida Division of Corporations* (<http://www.sunbiz.org>).
- All applicants must provide an Employer Identification Number (EIN/Federal Identification Number) and a Unique Entity ID (UEID). For information on the how to find your UEID, visit: <https://sam.gov/content/entity-registration>.
- 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/or the community served. Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this SPED RFA. As part of the proposal, a written agreement specifying the role of each organization in the collaborative arrangement must be included and must be executed by each partner. Notwithstanding the above, **Miami-Dade County will not fund an Entity or Affiliate with defaulted loans, debarment actions or any other legal encumbrances** which may cause risk to the County funding or are determined by the County, in its sole discretion, to threaten the applicant's ability to timely complete the project proposed, 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. Miami-Dade County will not fund entities on the County delinquent vendor registry.
- **HCD Compliance Requirement:** HCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013. Copies of the resolution and Due Diligence checklist and Affidavit are located at www.miamidade.gov/housing/
- All projects or projects awarded funds that fail to complete the project in a timely manner shall be subject to recapture and contract termination.
- Applicants are required to submit with the SPED application interior and exterior photographs of the proposed facility or project location. Applicants must also provide copies of the most current Certificate of Use for the building, if applicable. HCD staff will conduct a mandatory site visit and physical inspection prior to recommending the agency's project or project for funding.
- All applicants awarded funds shall be required to execute the County's CDBG shell contract and all attachments. All awards will be evidenced by a contract, Memorandum of Understanding (MOU), or interlocal/interdepartmental agreement, as well as appropriate security instruments, including a Promissory Note and personal guarantee.
- The award shall also be evidenced by a Mortgage, in cases where the funding is being used to improve real property and is being secured or collateralized by real estate.

- Field visits will be conducted on behalf of HCD to evaluate the viability and/or feasibility of the project site with the proposed scope of work and requested funds by the agency.
- Environmental Review forms must be completed in their entirety and received within thirty (30) days of contract execution or funding may be assessed for recapture.
- When warranted, HCD reserves the right to complete an extended review of the Applicant Entity, Owner, General Partner, Principal, and/or Affiliate to ensure legitimacy of the Applicant's business and associated businesses. At HCD's discretion, this investigation may be conducted to mitigate risk and prevent exploitation of Miami-Dade County residents.

APPLICATION CHECKLIST

Attachment #	Document	Required
1	Certification of Accuracy	Required
2	Application Submittal Certification	Required
3	Due Diligence Affidavit	Required
4	Site Control (Must be Solely in Applicant's Legal Name) – Documentation showing the Applicant's legal right to use a property through ownership, lease, or an option agreement with the landowner, which must be demonstrated through a recorded title, executed lease agreement, firm purchase contract, Option-to-Purchase, Local Government Resolution, or other legal document for the site proposed for funding. Land lease expiration date must be at least two years beyond the creation of the required job. A valid option to purchase must be through projected completion of the project. Site control is a minimum threshold requirement. Please include a list of all folio numbers for the project site and attach color pictures.	Required
5	Scope of Services – A detailed project description, including activity location, proposed accomplishments (i.e. jobs created), and schedule of completion.	Required
6	Business Plan – A description of the business' history, goals, and strategies for accomplishing them.	Required
7A	Certified Financial Statements – Income Statements for the last three years. If audited financial statements are not available, the statements must be certified as complete and accurate by a Certified Public Accountant.	Required
7B	Certified Financial Statements – Balance Sheets for the last three years. If audited financial statements are not available, the statements must be certified as complete and accurate by a Certified Public Accountant.	Required
8	Five-Year Operating Pro-Forma – Financial forecast showing projected income, expenses, assets, and cash flow over the next five years.	Required
9	Leveraged Sources – <i>Award Letters, Signed Affidavits, and/or Letters of Commitment for all project funding.</i>	Required
10	W-9 Form – <i>Request for Taxpayer Identification Number and Certification</i>	Required
11	Tax Returns (3 Years) – <i>For the Applicant and Key Principal /Partners associated with the requested project</i>	Required
12	Governing Board – <i>Names and addresses of all principals, including percentages of ownership.</i>	Required
13	Articles of Incorporation/Corporate Certification	Required
14	Current Certificate of Good Standing or Certificate of Status – <i>From the State of Florida</i>	Required
15	Business License(s) – All applicable local tax receipts and professional licenses necessary for the business to operate.	Required

16	Partnership Agreement – Legal documentation that defines the rules, responsibilities, ownership, and profit/loss sharing for two or more people in a business.	Only if Applicable
17	Organization's Current By-Laws	Required
18	Certificate of Use for Project Location – <i>HCD staff will conduct an on-site mandatory inspection to confirm location prior to recommending funding. Include photographs of the project/project site.</i>	Required
19	Current Employee Roster – <i>Provide a list of all current full- and part-time employees.</i>	Required
20	List of Jobs to be created – <i>Provide a one-page written description of how the proposed project will create the job(s). Include in the description the type of job that will be created and the estimated salaries.</i>	Required
21	Metropolitan Significance – <i>Provide a statement indicating how the project meets the "Metropolitan Significance" criteria and include evidence of client rolls or intake forms if located in an entitlement city.</i>	Only if applicable
22	Feasibility/Market Analysis – An analysis of competition and customer needs to help determine the feasibility of the proposed project. A typical study includes business objectives, market data, target customer base and competition, market plan, and sales projections	Required
23	Governmental Clearance Documentation and Permits	Only if applicable
24	Utility Bill and/or Letters	Only if applicable
25	Construction Documents (i.e. Construction Plan(s) and Drawings)	Only if applicable
26	Copy of the General Contract	Only if applicable
27	Environmental Assessments	Only if applicable
28	Construction Financing	Only if applicable
29	Environmental Review Form	Required
30	Insurance – <i>Grantees/Vendors of Miami-Dade 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>	Required

****When the project is moving forward through the credit underwriting process, additional information may be required from the Applicant.***



HOUSING AND COMMUNITY DEVELOPMENT CERTIFICATION OF ACCURACY

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

ENTITY/APPLICANT _____

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

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

STATE OF FLORIDA)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2024, by _____, the Executive Director of _____, a Florida _____ company, He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal.

Notary Signature

My commission expires: _____

[SEAL]



HOUSING AND COMMUNITY DEVELOPMENT APPLICATION SUBMITTAL CERTIFICATION

Please complete the certification below:

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

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

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

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

APPLICANT: _____ **DATE:** _____

STATE OF FLORIDA)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2024, by _____, the Executive Director of _____, a Florida _____ company, He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal.

Notary Signature

My commission expires: _____

[SEAL]

HOUSING AND COMMUNITY DEVELOPMENT DUE DILIGENCE AFFIDAVIT

Applicant Name: _____

Address: _____

Telephone Number: _____

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

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

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

My signature certifies this:

Applicant's Signature	Print Name	Date
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[illegible]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2024, by _____, the Executive Director of _____, a Florida _____ company, He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal.

Notary Signature

My commission expires:

[SEAL]

APPLICATION

APPLICATION MUST BE SUBMITTED ONLINE AT: [HTTPS://WWW.ZOOMGRANTS.COM/ZGF/SPED](https://www.zoomgrants.com/ZGF/SPED)

I. APPLICATION SUMMARY

1.	Company Name: _____
2.	Amount Requested: \$ _____
3.	Applicant Information: First Name: _____ Last Name: _____ Telephone: _____ Email: _____
4.	Organization Information Legal Name: _____ Applicant Address: _____ City: _____ State: _____ Zip+4: _____ Telephone: _____ Fax: _____ Website: _____ Organization's Federal Tax or Employer Identification Number (TIN/EIN): _____ Organization's Unique Entity ID (UEID) # (Required): _____ <i>To obtain a UEID #, please visit https://sam.gov/content/entity-registration</i>
5.	CEO Name: _____ Title: _____ E-mail: _____

II. APPLICANT AND ACTIVITY INFORMATION

1.	Does your business have at least three years of tax returns? <i>Please note that three years of tax returns is a threshold item. Upload supporting documentation as in ZoomGrants (11 - Tax Returns (3 Years)).</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
----	--

National Objective

2.	How many new units (jobs) of accomplishments are you proposing to create with this funding request? _____ <i>The proposed project must create one (1) job per every \$35,000 of grant/loan funds once the project is complete; at least 51% of the jobs created must employ low-to-moderate income persons. Note: Construction jobs or jobs related to the development of the project may not be counted. Upload a one page written description of how the proposed project will create the job(s) in ZoomGrants (20 – List of Jobs Created). Include in the description the type of job that will be created and the estimated salaries.</i> <input type="checkbox"/> 2 jobs <input type="checkbox"/> 3 jobs
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Location

3.	What is the primary project address (project location)? <i>For vacant lots, you may provide crossroads information. Post Office Boxes are not acceptable; a physical project location must be provided.</i> Street Address: _____ City: _____ State: _____ Zip+4: _____
----	--

4.	<p>Please use the following link to answer the questions below: https://gisweb.miamidade.gov/emaps/</p> <p>In which County Commission District is your business located?</p> <p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> 5</p> <p><input type="checkbox"/> 6</p> <p><input type="checkbox"/> 7</p> <p><input type="checkbox"/> 8</p> <p><input type="checkbox"/> 9</p> <p><input type="checkbox"/> 10</p> <p><input type="checkbox"/> 12</p> <p><input type="checkbox"/> 13</p> <p><input type="checkbox"/> 14</p>																				
5.	<p>Describe the <u>target population</u> and <u>service area</u> of the proposed project.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>																				
6.	<p>Is the project located in any of the following Entitlement Cities? <i>Note: Funding To be considered a project of Metropolitan Significance, the proposed project must have a countywide benefit in which the majority of its past and present beneficiaries are from unincorporated Miami-Dade County and participating municipalities. If the project is located in any of the entitlement cities, provide a statement indicating how the project meets the "Metropolitan Significance" criteria and include evidence of client rolls or intake forms. Upload to ZoomGrants (21 - Metropolitan Significance).</i></p> <table border="0"> <tr> <td><input type="checkbox"/> City of North Miami</td> <td><input type="checkbox"/> City of Miami Beach</td> <td><input type="checkbox"/> City of Homestead</td> <td><input type="checkbox"/> N/A</td> </tr> <tr> <td><input type="checkbox"/> City of Miami</td> <td><input type="checkbox"/> City of Miami Gardens</td> <td><input type="checkbox"/> City of Hialeah</td> <td></td> </tr> </table>	<input type="checkbox"/> City of North Miami	<input type="checkbox"/> City of Miami Beach	<input type="checkbox"/> City of Homestead	<input type="checkbox"/> N/A	<input type="checkbox"/> City of Miami	<input type="checkbox"/> City of Miami Gardens	<input type="checkbox"/> City of Hialeah													
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7.	<p>Is the project 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)</p> <table border="0"> <tr> <td><input type="checkbox"/> Biscayne Park</td> <td><input type="checkbox"/> Hialeah Gardens</td> <td><input type="checkbox"/> North Miami Beach</td> <td><input type="checkbox"/> Surfside</td> </tr> <tr> <td><input type="checkbox"/> Coral Gables</td> <td><input type="checkbox"/> Key Biscayne</td> <td><input type="checkbox"/> Opa-Locka</td> <td><input type="checkbox"/> Sweetwater</td> </tr> <tr> <td><input type="checkbox"/> Doral</td> <td><input type="checkbox"/> Medley</td> <td><input type="checkbox"/> Pinecrest</td> <td><input type="checkbox"/> Virginia Gardens</td> </tr> <tr> <td><input type="checkbox"/> El Portal</td> <td><input type="checkbox"/> Miami Springs</td> <td><input type="checkbox"/> South Miami</td> <td><input type="checkbox"/> West Miami</td> </tr> <tr> <td><input type="checkbox"/> Golden Beach</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> </table>	<input type="checkbox"/> Biscayne Park	<input type="checkbox"/> Hialeah Gardens	<input type="checkbox"/> North Miami Beach	<input type="checkbox"/> Surfside	<input type="checkbox"/> Coral Gables	<input type="checkbox"/> Key Biscayne	<input type="checkbox"/> Opa-Locka	<input type="checkbox"/> Sweetwater	<input type="checkbox"/> Doral	<input type="checkbox"/> Medley	<input type="checkbox"/> Pinecrest	<input type="checkbox"/> Virginia Gardens	<input type="checkbox"/> El Portal	<input type="checkbox"/> Miami Springs	<input type="checkbox"/> South Miami	<input type="checkbox"/> West Miami	<input type="checkbox"/> Golden Beach	<input type="checkbox"/> North Bay Village	<input type="checkbox"/> Sunny Isles Beach	<input type="checkbox"/> N/A
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<input type="checkbox"/> Golden Beach	<input type="checkbox"/> North Bay Village	<input type="checkbox"/> Sunny Isles Beach	<input type="checkbox"/> N/A																		
8.	<p>Indicate if the project is located within an Eligible Block Group. <i>An interactive map of eligible block groups is available at https://miamidade.live/CDBGViewer</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answered yes, indicate the census tract and block group of the Eligible Block Group (s).</p> <hr/>																				

9.	Additional activity addresses. If there are multiple activity addresses, you must submit this information for all locations. For vacant lots, you may provide crossroads information. Post Office Boxes are not acceptable.				
	Street Address	City	State	Zip Code	Commission District

Site Control

10.	Does the Applicant have site control of the activity address(es)? * Please note that site control is a threshold item. Application and documents must be in the name of the legal entity that will own the project or the contracting entity. Upload documents in ZoomGrants (4 - Site Control). <input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Is the project or land for which funds are being requested held as collateral for a loan? If yes, must submit copy of loan statement and a brief statement on the purpose and maturity date of the loan. Upload documents in ZoomGrants (4 - Site Control). <input type="checkbox"/> Yes. <input type="checkbox"/> No
12.	If the facility will be leasing space, does the applicant have fully executed leases for at least 50 percent of the leasable space? Upload documents in ZoomGrants (4 - Site Control). <input type="checkbox"/> Yes <input type="checkbox"/> No

Pre-Development

13.	Is this application for a housing construction project? <input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Has a Phase I Environmental Site Assessment (ESA) been initiated? If yes, upload a copy of the Phase I ESA Report to ZoomGrants (27 - Environmental Assessments). <input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Has public approval, such as land use, zoning, permitting and variances been obtained to carry out the project? Upload evidence such as Governmental clearance documentation or permits to ZoomGrants (26-Governmental Clearance). <input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Does the project site have access to infrastructure and utility services? (i.e. water and sewer connections, roadway access, and electric service) If yes, provide utility bills or letters from appropriate agencies. If no, please explain plans for the the appropriate infrastructure for the site and provide copies of the plans. Upload supporting documets to ZoomGrants (24 - Utilities). <input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Are construction specifications, construction plans and drawings completed? If yes, please provide copies of plans and renderings. If no, please indicate what percent has been completed and provide proof. Upload supporting documents to ZoomGrants (25 - Construction Documents). <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, what percent (%) has been completed?_____

Readiness to Proceed

18.	Full funding of construction phase is committed (minus the gap funding requested). Please upload supporting documentation, such as commitment letters, to ZoomGrants (28 - Construction Financing). <input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Construction is ready to start pending the selection and award of the general contractor within sixty (60) calendar days from the HCD loan closing . <input type="checkbox"/> Yes <input type="checkbox"/> No

IV. ACTIVITY BUDGET

Budget Summary: *Provide an overview of the proposed project costs by the major categories listed below.*

Item Description	CDBG	Owner's Equity	Total
Personnel			
Contractual Services			
Operating Expenses			
Commodities			
Capital Outlay			
TOTAL			

Owner's Equity Percentage %: (Total Owner's Equity/Budget Total) *100 = _____%

Owner's equity must be equal to at least 15% of the total project budget.

Detailed Budget: *Provide an itemized budget of specific project costs.*

Item Description	CDBG	Owner's Equity	Total
TOTAL			

Describe the proposed project budget and how the SPED funds will be utilized.

[illegible]

USEFUL WEBSITES

Organization/Source of Information	Website
Unique Entity ID & SAM.GOV Registration	https://sam.gov/content/entity-registration
Federal Excluded Parties List System	www.epls.gov
Miami Dade County Debarred Contractor List	http://www.miamidade.gov
Florida Division of Corporations	http://www.sunbiz.org
Community Development Block Grant Program	https://www.miamidade.gov/global/housing/block-grant.page
Community Development Block Grant (CDBG) Viewer	https://miamidade.live/CDBGViewer
Miami-Dade County Department of Planning and Zoning – Charrette Plans	www.miamidade.gov/planzone/planning_comm_charrettes.asp
Miami-Dade County Services near You	http://gisims2.miamidade.gov/Cservices/CSReport.asp
Miami-Dade Department of Housing and Community Development	http://www.miamidade.gov/housing/
US Census	www.census.gov
W-9 Form	IRS.gov

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