1. **How much is available as part of this RFP?** @ $6.5 million

2. **In terms of the marketing plan if the units are 90% occupied, are you still looking for a marketing plan?**

   No, we wouldn’t be concerned with your lease up. However, pay special attention to the rehabilitation section of this RFP. When you are applying federal funding towards an occupied building that already has tenants that may require relocating these tenants on a temporary or permanent basis, that must be addressed under uniform relocation requirements and there is a cost involved with that. If you are at 95% occupied, it is going to be difficult for you to rehabilitate a building that is almost fully occupied.

3. **If you are outside of D2 and D4, does that mean you can’t secure those points?**

   You need a minimum of 70 points on your RFP, in order for it to be considered; based on the scoring outlined in the RFP, a project could still secure 80 points even if it is located outside of District 2 or District 4.

4. **Why do projects in Dis. 2 or Dis. 4 get an additional 20 points?**

   We are presently in the Dis. 2 Homeownership Zone period which provides an additional HOME funding amount to that District; in actuality, Dis. 2 and Dis. 4 are sharing those extra funds. All other districts (1, 3 and 5) have already executed their respective Homeownership Zone periods. Our City and Department are required to utilize federal funding in a manner that makes every attempt to ensure that there are affordable housing projects throughout the entire City and so we have to attempt to incentivize developers to build affordable housing in areas where there is not a lot of it. To that end, we have provided these extra 20 points to development projects in 2 and 4. As many of you know, these two Districts encompass much of the areas of the City that see the least amount of affordable housing development.

4. **We know that Davis Bacon is 11 units or less. However, if we were to joint venture on a project, does that number change?**

   No. To be clear, it is 11 units or less per contract.

5. **If we were to purchase a property today, can we apply up to 50% of any funding awarded to a project from this RFP towards those acquisition costs (assuming we are awarded funding)?**

   We **cannot** pay for anything that has been acquired before our environmental clearance process. You can have a contract in place in relation to a parcel/project -- but for us to be able to pay any part of the acquisition costs you have to be: 1.) recommended and approved for funding and 2.) have the environmental clearance complete.

6. **How long does the environmental process take?** It depends on the type of project and HUD’s process involves a lot of different agencies. Assuming no major issues, it can take up to, or around, 3 months.
7. If you have a contract and you had an RFP award and you don’t have environmental clearance but you closed on the property, would you still be eligible for reimbursement?

If you’ve been approved for a loan, we can split up the environmental and do an acquisition environmental only, which is relatively shorter and will help with that. We can do this as well with soft costs, when we need to help get the development process moving.

7. Is there an internal breakdown (per District) of available funding associated with this RFP?

Yes, there is internally. But ultimately, we need to award this money and get it out to developers. The Commissioners involved are aware of this. We always encourage developers to apply for the funding the project needs regardless of the amount available in this RFP. We are not saying you’ll get the amount you apply for but you will have to show in the RFP that the project has the funding or leveraging necessary to make it happen. Let’s say you apply for an amount from us, and you’ll be short-- we can give you a conditional commitment based on your ability to secure additional funding within a specified, reasonable timeframe.

8. What happens if our RFP is not selected?

We rank all the applications. All applications that are not recommended remain on the waiting list. Assuming some of the recommended RFPs fall through and do not come to fruition, then we would look to the waitlisted RFPs to see if these merit consideration.

9. How long does this conditional commitment stand? It should be a manageable timeframe. If you are waiting for word on the State’s tax credit RFP and you won’t get word for six months,

Below are questions received via e-mail during the Question and Answer Period of this RFP.

1. We’re proposing a moderate rehab where no plans are needed therefore a process number will not be given. What can we provide to satisfy the Project Status requirement, in order to provide process #?

Most work performed on a building requires some sort of permit, even if it is a scope of work that entails light rehabilitation. We suggest that you specifically detail the work to be done and some sort of evidence that no permit is needed.

2. For rehabilitation projects where utilities are in place, will utility letters be required for these projects or can electrical and water bills be used instead?

If it is an existing project, utility bills will suffice.

3. For a moderate rehab project where no building plans are required, how can we satisfy the requirement to provide: dimensional/ schematic plans for the building? Same answer as Number 1 above.

4. The applicant is a single purpose entity created specifically for the development of this project and does not yet have any tax returns or financials. To meet the RFP requirements what can be submitted in lieu of the applicant entity’s tax returns and financials?

That information can be provided by the principals of the single asset entity or the entity parent of the single asset entity.
5. Will the financial statements and income tax returns for the last two years be kept confidential if the request is made in the application that they be made exempt from disclosure pursuant to the Florida Public Records Act? If so should we provide these documents in a separate binder/envelope or within the 3-ring application binders?

If records are in our possession, they are subject to the Florida Public Records laws. Naturally, if ever requested from the City, we fully redact them (according to the law) of any exemptions to Florida public records laws before producing them. Some common exemptions are bank account numbers, social security numbers, etc. For more information on public records, you can visit www.floridafaf.org.

6. For purposes of evidencing zoning, electric, water, sewer and roads are applicants allowed to use the Florida Housing Finance Corporation verification forms?

Unless otherwise instructed to obtain this information from a specific source, verification forms provided by the State are acceptable.

7. An application to the City for HOME funds was submitted last year for the same site. Can the same zoning, electric, water, sewer and roads letters or Florida Housing forms be submitted again or must we obtain new letters and/or Florida Housing forms?

Yes, you may resubmit.

8. Should the minimum and maximum Debt Service Coverage Ratio be based on the 1st mortgage or should it also include soft loans, i.e. City HOME or County SURTAX?

Consideration of all debt service.

9. Section F states incomplete applications will be allowed a cure period. However, threshold items will not be eligible under the cure provisions. Would you please list the threshold items?

1. Site control; 2. Property located within the City of Miami

10. The RFP states that the questions must be submitted by Friday 2/14/2014; however at the workshop February 18, 2014 was stated. Please advise of the correct date.

The application is due before 3 PM on Wednesday, February 26th, 2014. The last opportunity for questions or clarification such as these questions posed by you, is Friday, February 14th, 2014.

11. Are homeless housing units that are shared with multiple homeless persons (for example, two women and their children) for a period of 1-2 years eligible under this HOME solicitation?

No. Unfortunately, these funds are directed to traditional permanent housing units.

12. I assume the insurance requirements do not have to be met until we win the RFP bid?

That is correct. However, read the RFP carefully to see if any organizational evidence needs to be attached.

13. The 40 year old inspection does not apply to single family 1 to 4 units. Please verify.
You need to raise this question with the Building Department.

14. **We will be submitting 1 and 2 family scattered sites. HOME is allowed up to 2 units. I know your maximum sales price for single family homes but do I double that for a duplex? If not, what is the maximum sales price for a duplex?**

Duplexes are not permitted in this application in the form or a single family unit with a rental side unit. A “duplex” which is converted to a twin home, is eligible for two homeownership family units.

15. **Most of our properties are in Districts 2 and 4 but we have a couple outside those two districts. What percentage of properties inside the two districts is considered favorable? I can delete those properties outside of the two districts if required.**

The RFP simply gives additional consideration for properties in districts 2 and 4. You are encouraged to submit eligible city wide proposed projects.

16. **When do you expect to have the final scoring finished and the awards announced?**

Within the next 4 weeks.

17. **All of our properties are extremely high energy efficiency, 200 mph hurricane wind load, fire proof, termite proof, ADA compliant, no organic construction materials for mold growth, etc. Can we get extra points for superior construction? Our insurance cost should be reduced by at least 50% or more and utility cost will be about 50% less therefore the housing costs per month is less than our competitors.**

There is additional consideration for proposals which offer green features and qualities. Construction quality should be compliant with the Florida building codes.

18. **Is the $50,000 fee prorated among the successful bidders or is each bidder, regardless of the total cost of the project, required to pay $50,000?**

Each proposal from either the same or different developers shall include this cost.

19. **Since we have scattered sites that will be developed over a period of time and a number of sites will vary in cost, we were going to attach a spread sheet instead of the form in the package. The form does not work well with our proposal.**

All of the City’s required forms need to be presented. You may add additional forms if you need to.

20. **Is there any set aside or extra points for a CHDO or not-for-profit versus a for-profit? If so, what percentage of a joint partnership is required between a profit and a not-for-profit to qualify as a not-for-profit?**

No.
21. **There are several desirable properties that are on the list of parcels available for sale. We cannot get an option but must pay in cash. Is there any way that the City can reserve these lots for the RFP program in our name if we make a deposit, subject to the award of the RFP? If not, can we list those lots that are available and purchase them after we win the RFP? If nothing else works, the City can request those lots be held subject to the RFP bid before they are sold to other parties. This makes sense since the City will be paid the back taxes and the lots will be improved when built on. Only Government is allowed to acquire property on the list of lands for the first 90 days. After that, it is open to first come, first served. I would like to discuss this further with you since it is a great opportunity.**

The properties must be secured by the borrowing entity at the time of the application.

22. **Can any portion of the HOME funds be used by the builder as a buy down of the cost?**

No. The value of the proposed property must be equal to or greater than the cost.