Q: Can you tell me how much HOME funding is available? And if there is a maximum per project?

A: The RFP will make available HOME funding as well as other sources available to the City depending on the eligibility of the project and/or entity applying. Applicants should request funding amounts consistent with the provisions set forth in section A.1 Eligible Activities, item 11 and A .2 on pages 3, 4 and Section C, General Conditions number 8 on page 12 of the application as needed.

Q: What is the amount of funds available for this program and how much is the set aside for CHDO

A: The RFP will make available HOME funding as well as other sources available to the City depending on the eligibility of the project and/or entity applying. Applicants should request funding amounts consistent with the provisions set forth in section A.1 Eligible Activities, item 11 and A .2 on pages 3, 4 and Section C, General Conditions number 8 on page 12 of the application as needed.

Q: If we exceed the amount of set aside, then can the amount over the set aside be added to the request or is the bid limited to the set aside amount?

A: The City reserves the right to fund projects to the extent that funds are available. Projects that qualify and meet the scoring criteria, and are recommended for funding in a lesser amount than requested may be allowed a reasonable amount of time to secure the gap originally requested in the RFP.

Q: A not-for-profit can receive up to 100% of the cost providing they stay within the HOME limits. I assume this includes all acquisition, hard costs, and soft cost. Is this correct?

A: This RFP does not provide this level of funding for anyone. Applicants should request funding amounts consistent with the provisions set forth in section A.1 Eligible Activities, item 11 and A .2 on pages 3, 4 and Section C, General Conditions number 8 on page 12 of the application as needed.

Q: There are no monthly payments on this loan/grant to a not-for-profit with zero % interest forgiven after 30 years. Is this correct?

A: The funding under this RFP typically is a deferred payment loan that has no monthly payments. The recipient must comply with the affordability requirements of the program. Repayment will be required if the affordability restriction is not complied with. The City also reserves the right to incorporate a repayment provision on projects that demonstrate the ability to pay.
Q: The cash flow will be excellent but I see there is a limit based on the debt service coverage. Since the debt service is zero, what is the limit of net income allowed for a not-for-profit or is there a limit?

A: The debt service limits as outlined in Section C, General Conditions number 8 on page 12 of the application applies to all projects. The City reserves the right to incorporate a payment provision on projects that demonstrate the ability to pay based on the RFP’s Debt Service Coverage limits.

Q: In the cover letter for the HOME 2013 RFP it states: “The City of Miami is seeking proposals for acquisition, construction/permanent financing needs associated with construction/rehabilitation of affordable multi-family rental housing projects or single family housing projects.” However in A. 1 Eligible Activities it only describes Rental. Is new construction for at least 5 units single family home ownership an eligible use?

A: You may apply for assistance for at least 5 SF homes to be rented to HOME eligible tenants. Home ownership is not an eligible use under this application.

Q: What is the maximum subsidy for acquisition/rehab projects? Is there a percentage limit for acquisition and rehab (ie. 25% of awarded funds can be used towards acquisition and the remaining 75% towards rehabilitation)? What is the total allocation of home funds for this RFP?

A: Maximum subsidy per unit is noted on page 4 of the RFP. This amount includes acquisition and development costs. The percentages of funding associated with acquisition and development is noted on page 3 of the RFP. Acquisition assistance can be requested up to 50% of the cost of the site/land and up to 100% may be requested for the development cost as needed, not to exceed the total subsidy per unit limits.

Q: Can a project built on a vacant site request the maximum HOME per unit subsidy, as well as an additional $25,000 per unit?

A: Yes, however, the project must demonstrate the economic need for that level of funding, as well as provide 50% of its units plus one, at rental rates for tenants at 50% AMI.

Q: Do single family homes need to be side by side?

A: No

Q: How many past years financial statements must be provided by the applicant or principals of the applicant:

A: 3 years

Q: Do the pages of the application need to be numbered?

A: Yes
Q: Can one entity submit more than one application/project?
A: Yes

Q: Can an applicant procure the services of a GC prior to submitting an application for funding under this RFP?
A: Yes, however, the contract with the GC must comply with all applicable Federal Regulations, including but not limited to Davis Bacon, Section 3, etc.

Q: Can a project that currently has some of its units subsidized by a separate HUD program request assistance?
A: Yes, as long as the units being assisted conform to the rental requirements and income levels required in this application.

Q: What is considered site control?
A: 1. Deed
   2. Purchase and Sales Contract
   3. Long term lease

Q: Under the “Ability to Proceed” section of the scoring sheet, how many points will a proposal receive that can demonstrate the ability to commence within 3 months?
A: 30 points

Q: If a project selected for funding does not move forward what will the City do with the funds recommended for that project?
A: The City will offer those funds to a project that applied, qualified but was not recommended for funding under this application due to lack of funds.

Q: Do you need to submit a full environmental phase one report with the application?
A: NO

Q: Will you accept projects that have already started?
A: Projects which have already commenced construction will need to stop all work to allow for the environmental process to be completed. This is not advised.

Q: If the Building Department has permitted the project already do you submit a copy of said permit with the application?
A: Yes.
Q: How often is money drawn down for projects funded?
A: Typically, once a month.

Q: How long will the funding contract be provided for?
A: Typical contracts are for 24 months

Q: What is the expected start time once the project is awarded funds?
A: You should commence construction within 6 months of executing the agreement.

Q: What is the expected time line of the project, from beginning to end?
A: 24 months

Q: What happens if your project exceeds the debt service?
A: When recommending funding, the City will consider the development needs of the project as well as the project's ability to absorb debt. If a project has no repayable debt resulting in a debt service coverage that exceeds that permissible by the application, the City may elect to provide financing with a repayable provision that the project can absorb.

Q: On pages 25 and 26 of the RFP, under EXISTING INFRASTRUCTURE (Electricity, Water/Sewer, and Roads), the RFP is requesting letters from local government verifying available infrastructure. We would like to know if these letters are required for existing operational developments with Certificates of Occupancy already in place. Are the Certificates of Occupancy and/or current invoices from the service providers sufficient to prove the existing infrastructure?
A: Yes, for existing projects in operation, a certificate of occupancy and current invoices from the service providers will suffice.

Q: The last County RFA provided the maximum subsidy for a High Cost Area, which is higher than the Basic Subsidy Limit shown in the City RFP. When combining County HOME and City HOME, is it okay to have combined HOME within the High Cost Area subsidy limit so long as the City HOME request is within the Basic Subsidy Limit?
A: The City does not by policy use the high cost provisions of the program. However, when there are HOME funds in the project from another source, the City will make a determination as to the need of total HOME subsidy in the project. If the need is there, the City will not object to providing additional HOME to the project regardless of what the policy followed by the other HOME funds provider.
Q: I have a question which refers to Section II, page 8, of the RFP that request the Applicant’s most recent Federal Income Tax Return (last three years). The applicant for our project is a single purpose entity and does not have any Tax Returns or Financials. The principal of that entity is HTG Affordable, LLC and they consider their Tax Returns a trade secret and not intended for public domain. If we are awarded funds under the HOME program, the principals will not hesitate to provide all the necessary information requested for the underwriting process. With this being said, we wanted to know if a notarized letter from our CFO will suffice in lieu of the Tax Returns? The letter will attest to the fact that the Applicant and principal (HTG Affordable, LLC) is in good standing, has filed all the required information in a timely manner, and has no defaults.

A: The requested financial information is intended to make a determination of financial capacity prior to underwriting and must be provided. Unfortunately a letter from the CFO will not be acceptable.

Q: On the Proposal Check off List (Item # 14) it refers to a “US HUD Release Grant”. What is this item and what specifically do we need to provide?

A: This is a request for provision of a “US HUD Release Grant Conditions”, associated with the environmental process. This is required if you have it as a result of being awarded other Federal programs. You do not need to submit this if you don’t have it. It will be a requirement of the City to have it prior to funding recommended projects under this RFP.

Q: Mr. Duran, could you please provide some direction regarding the requirement of having a “zoning verification letter” evidencing proper zoning for proposed projects under the above listed RFP?

Context: I attended the workshop on Wednesday, April 17, 2013 and we were told that a zoning letter is required for submission of the application. As soon as I heard, I informed my staff to go to the City and start the process. He was told it would take 30 days to obtain one although the form itself said 10 days. Please note even if they were to do it in 10 days, we would not have made it.

A: Due to the large volume of request for the Zoning Verification Letter, the Department of Zoning is taking up to 30 days in turning a request around. For the purpose of this RFP The Department of Zoning will expedite these letters within three days. All applicants needing this document must provide the Department of Zoning with the completed form with fee prior to Tuesday, April 23rd, 2013. Inform the Department of Zoning that your project, (provide address) will be submitted for consideration under the City of Miami’s Department of Community and Economic Development, HOME 2013 RFP.