

**RFP# HCD 2019-01**

**Workshop Q&A – Tuesday, 3/12/19, 2 pm, City Hall, Commission Chambers**

Linda Morgan, RBH Group

1. Question: Can we please be provided with a list of Certified CHDOs.

**A: As of today, these are the current CHDOs:**

- **Codec, Inc., Contact: Marta Navarro, [navarrom1@cncmgmt.com](mailto:navarrom1@cncmgmt.com)**
- **Carrfour Supportive Housing, Inc., Contact: Paola Roman, [proman@carrfour.org](mailto:proman@carrfour.org)**
- **Tacolcy Economic Development Corporation, Contact: [cgardner@tedcmiami.org](mailto:cgardner@tedcmiami.org)**
- **ABDA, [abda@allapattahbusiness.com](mailto:abda@allapattahbusiness.com)**
- **Urban League, [oliverg@newurbandedevelopment.org](mailto:oliverg@newurbandedevelopment.org)**
- **East Little Havana CDC, [elhcdc@bellsouth.net](mailto:elhcdc@bellsouth.net)**

2. In the scoring checklist, it references applicants with CHDOs on their team getting five points. Is that the sum total of the advantage?

**A: Yes. Please note, the City does have a CHDO set-aside and we do need to spend that so having a CHDO is beneficial.**

3. Can we please be provided with the contact information for the Building Department official who can determine what permits need to be secured?

**A: The levels of permitting needed should be addressed by the design team of the project. However, for more information regarding our permitting process, you can call Mr. Maurice Pons, Deputy Director for the City's Building Department**

4. You reference securing letters from local government verifying infrastructure to the site? Of the site is on a site in the City proper is that letter necessary and who do we need to get it from?

**A: You do need those letters from:**

**Miami-Dade Water & Sewer**

Attention: New Business Office  
3071 SW 38th Avenue  
Miami, FL 33146-1520  
Phone: 305-665-7477

**Florida Power & Light (FP&L)**

4200 W. Flagler Street  
Miami, FL 33134  
Phone: 305-442-8770

Steve Graziani

5. Do we need to include the commitment fee with the application?

**A: No.**

6. Do we need to include documentation on the insurances secured with the application?

**A: CORRECTION TO THE RECORD: NO, you do not need to include it with the application. You would have to do that if, and when, you have been funded.**

Doug Mayer Stone Soup Development

7. We are considering doing a project that combines units for rent/sale as part of one development, would the City object to that combination?

**A: No.**

8. We can apply for funding for both the homeownership and rental?  
**A: Yes. You just have to be mindful of the differences/requirements of those two categories.**
9. In the application, it talks about the developer fee for rentals being between 16-18% -- but what is the allowable developer fee for homeownership units?  
**A: 16%**
10. When do you anticipate an initial scoring decision?  
**A: There is a significant amount of GOB money here and we expect that to be approved by the Commission in April, so that initial approval of projects should be sometime around April.**

Albert Milo, Related Urban Development Group

11. Can you please provide clarity on the Section 3 requirements referenced in the Scoring Sheet on page 26? Are you referring to the City set-aside units, so that 20 point category says 30% AMI, so you are saying that 20% of the units have to be at 30%AMI? 20% at 50, 20% at 80 and balance at workforce?  
**A: Correct.**
12. So all of these categories are specific to the City's set-aside units?  
**A: Correct. Yes, this will get you the 20 points but assuming we have several applicants who satisfy these set aside units, then we would look at those applicants who go *above and beyond* that threshold.**
13. As far as the AMI 2018 income limits and rents that you are including in this RFP, what happens when the 2019 limits are issued given that those should be coming up?  
**A: If they are changed before this process is over, we would make them available to you on our website. Use whatever is current when you apply.**
14. You reference living wage and Davis Bacon for HOME? Which one applies.  
**A: We are not going to mix the HOME projects with the BOND projects. We are NOT looking at cross funding so the living wage criteria would apply to BOND awards and the Davis Bacon criteria, if applicable, would apply to federally funded developments. Please be considerate of both.**
15. Can you please make the Living Wage information available? The Davis-Bacon information available?  
**A: Please see attachments on the City of Miami's Living Wage ordinance. Please visit the Department of Labor's website at <https://wdol.gov/Index.aspx> and use the drop down menus to select the State of Florida and Miami, to pull up the most recently issued (dated March 15, 2019) Wage Decisions for Davis Bacon purposes, as provided by the Department of Labor. Please note, that there is one drop down or single-family (Residential) units and the other for Multi-family (Building) units. Keep in mind, that Davis Bacon requirements are triggered when you are assisting 12 or more units with HOME (federal) funds.**
16. Is it at the discretion of the City as to whether it will be HOME or BOND financing, and do we still have to be considerate of the HOME set-asides?  
**A: Yes, it is at the discretion at the City and at the very minimum, you have to comply with the HOME requirements.**
17. Since it's at your discretion as to what funding the City provides and irrespective of the fact that we might not get HOME funding, do we base the unit set asides on the HOME criteria, in other words set asides should be 20 percent of units at LOW HOME rents and 80% of units at HIGH HOME rents?  
**A. Yes – that is correct.**
18. So on the HIGH HOME rents, we comply with what since it's not a true 80% AMI rents?  
**A. You comply with whatever the published rents are for the HOME program.**

Nick Imadar, Magellan

19. Could you talk about the Affordability study -- is that something you want completed along with the application or is that going to be due later during underwriting?

**A: The study is only applicable to a homeownership situation. That is going to show us how you will make the homes affordable to the end user.**

Liz Wong, Atlantic Pacific

20. Are you considering average income where you can average your total units out to 60 percent?

**A: Yes. It's in there.**

Albert Milo, Related Urban

21. On your BOND funds, those are general obligation dollars? **Yes.** So, once those are invested are they going to be similar to the County's GOB, will they be structured as a loan or a grant?

**A: As a loan. There will be three types of for it – deferred payment, interest-only or amortizable.**

Paola Roman, Carrfour

22. On page 3, #10, in reference to projects currently funded with City of Miami funds not being eligible, is there a time limit for that? If it's for rehab and it's been 15 or 20 years, would that still be considered – in other words, do you mean projects funded EVER?

**A: We mean projects funded EVER are not eligible.**

Liz Wong, Atlantic-Pacific

23. Will there be another RFP round later on in the year for the Miami Forever bond project?

**A: The interesting thing about this process is that it is intended to be an open, living organism so that the projects that are applying now don't necessarily have to be ready for funding now. That way, we can go throughout the year, and when funds are available, we can tap into those projects that are there in the pipeline. So apply now, with whatever capacity you have at this time, so you can be considered.**

24. What if you don't have site control?

**A: Then you should not apply. Apply when you DO have site control. It's an open process.**

Jake Morrow, Integra Solutions

25. The application deadline is 3/25, so are you saying if we are not quite ready on 3/25, that we can apply on a rolling basis thereafter?

**A: Yes, you can. But the 25<sup>th</sup> is critical for those projects that are ready to go and want to get funded right now.**

26. So at any point subsequent to the 25<sup>th</sup>, we can apply -- so long as there are funds available for this RFP that have not been expended?

**A: Yes, you can. As long as you are ready to proceed.**

Nick Inamdar, Magellan

27. Let's say I had a project and I submitted prior to 3/25 and it got 70 points and in the readiness to proceed category, I didn't include a site plan or building permits so I didn't get those points. So let's say in April, I'll have those missing documents, would your rolling process allow for inclusion of additional documentation over time so that we can adjust the Proposal's original score, or should I wait until April to submit everything at once (site plan/building permits) meaning I would have a higher score at that time?

**A: There's a provision in the RFP that mentions that the immediate, highest scoring proposals will be considered first. So if a proposal comes in now by deadline, and is ready now – then those proposals (applications) will be considered first. You may come in later on – after the deadline – with 100 points, but you would be considered only when funding becomes available.**

James Brown

28. Do you have a special set-aside for small, homeownership projects?

**A: We do not have a set-aside, but we encourage those projects.**

29. What is the maximum sales price in Miami for homeownership?

**A: For an existing home, it's \$261,000 and for a new construction home, it's \$276,000.**

Integra Solutions

30. At the risk of being repetitive, assuming we have an application that scores 70 by March 25, did you say we have the ability to amend it later?

**A: Yes. You can amend it at any time. As your project develops, you will be able to update that. The idea is that you have some sense of security – if you are in the pipeline, you are still under consideration. This is a new process for us, and there might be some kinks, but the idea is to not close an RFP and start from scratch.**

Michael Esser

31. We have a small business that does small building – 8, 12, 20 units, and we are a little bit concerned about our ability to compete with these larger projects because we have limited resources, will you be comparing large projects to small projects?

**A: In our RFP, we even have more advantages for smaller projects in our RFP, as far as the funding capacity that we give you. We understand that small, infill projects are important and we encourage you to apply.**

Linda Morgan

32. Can you please clarify what it means to have City funded units, also in relation to the AMI requirements?

**A: Just to give you an example, if you have a 10-unit project where 50% is funded by the City, then 50% of those units are City units and the AMI restrictions would apply to those City funded units. The amount of City-funded units correlates to the amount of investment that we (the City) have in the project based on its total project cost.**

Name of person not recorded

33. Did you announce the total amount of funding available in this RFP?

**A: It's approximately \$8 million dollars in BOND funding and we are going to put any other funding source that we have available. Right now, I cannot tell you exactly what that is going to be, but you can count on another \$2.5 to 3 million to be made available.**

Nick Inamdar, Magellan

34. On page 16, Sec. 8 there is a list of all the supplemental forms and I want to confirm that all of those are mandatory?

**A: Some of them might be, and some of them might not dependent on the funding source but I would suggest filling them all out. I would provide them all.**

**Questions received via E-mail for RFP# HCD 2019-01**

3/14, Reinaldo Borges, R.A., AIA, NCARB

1.: Is there an electronic copy of this RFP available on line?

**A: The electronic copy is located at:**

<http://archive.miamigov.com/communitydevelopment/Docs/Ads/PIPELINEAPPLICATIONRFP.pdf>

2. Is there a list of interested developers available?

**A: No. There is no list of interested developers available.**

3/11, Maria Barbara Mendez

**Cornerstone Group**

1. Section 2. Development Entity: If we have a typical tax credit structure with a separate development entity, are you also requiring information on the separate development entity?

**A: We require all necessary information from the development entity and all of its principals.**

2. As proof of Available Utilities, can we submit FHFC forms signed by the local government or provider that were submitted in 2018 for a particular site?

**A: Yes.**

3. Plans and Specs: Do we need to submit the entire set of plans including architectural, civil, landscaping, MEP, and structural? If so, can we submit the plans and specs on a CD?

**A: Yes, you may provide in an electronic format.**

4. If the project is already subject to Davis-Bacon wages, would it be exempt from the Living Wage Requirement?

**A: No, If the project is awarded GOB funds, the Living Wage will be required.**

5. Phase I Environmental: Do we need to attach a hard copy of Phase I Environmental Report or can it be included on a CD? The file can be hundreds of pages with all the attachments.

**A: You will need to provide it in connection with our environmental clearance process.**

6. On section 4. Financial Plan: Are you requesting a narrative or a Pro-Forma Chart in a "typical" spreadsheet format?

**A: Both are required.**

7. How much HOME money is included in this RFP?

**A: Approximately \$2.5M.**

8. Can an applicant request GOB **ONLY** instead of combining it with HOME?

**A: The City will decide under which program to fund a project. We will not combine funding sources on one project.**

9. Evidence of Site Control: If a parcel is subject to a land lease, do we need to provide the full lease. If so, can we submit this on a CD?

**A: Provide full lease agreement.**

10. Besides the questions I asked on my previous e-mail, I have one additional question. If a project is **not** receiving U.S. HUD Grants, should we include a sheet on that section indicating "U.S. HUD Release Grant Conditions" is "Not Applicable?" Otherwise, we would need to obtain a link to access that release.

**A: Please provide in the event that federal funds are offered to you.**

3/15, Linda Morgan, RBH Group

1. The RFP provides two different definitions for extremely low income: under 30% of area median income (p.3) and 30% of area median income (page 4). Which is the correct definition for purposes of this RFP?

**A: They both are. The intent is to not exceed 30% AMI.**

2. What is the definition of “City assisted units?” On page 4 it states that “the number of assisted affordable units to be provided and the levels of income requirement shall depend on the funding type available at the time of funding ability. The number of assisted units cannot be less than the City’s prorate share of the total development cost which is determined by the percentage of City assistance to total project cost. How can the applicant determine number of assisted units without understanding the percentage of City assistance to be provided to the project?

**A: City assisted units is equal to the percentage loan to cost requested. For instance, if you’re project cost \$1M and you request a loan of \$500K, your loan to cost is 50%. If this project has 10 units, you must provide the city with 5 units (50% of total units). These are the minimum amount of City units. With regards to the unit income and rent levels, since you do not know what funding source the City will offer, we advise that you provide at a minimum the breakdown required as indicated on page 15 of the RFP, which complies with the HOME Program.**

3. For the applicant to be credited for partnering with a CHDO, does the CHDO have to be a development partner in the deal or can the CHDO provide contract services to the project?

**A: The CHDO must be an active partner in the development team and must fulfill on of the following roles:**

**Owner. The CHDO holds valid legal title to or has a long-term leasehold interest in the rental property.**

**Sponsor. The CHDO develops or owns a property and agrees to convey ownership to another nonprofit organization.**

**Developer. The CHDO either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project.**

3/15, Alvaro Torres, The Related Group

1. I had a quick question regarding the maximum HOME subsidy-per-unit. I am looking at the chart below, found in the following link.

<https://www.miamidade.gov/housing/library/guidelines/rfa2018/draft-2019-homes-esg-rfa-booklet.pdf>

Since the source is dated May 21, 2018, I was wondering if this is the latest version. If not, can you please post the latest version online?

**A: The chart you provide contains the HOME High Cost Percentage exceptions published by HUD, however, the City does not utilize these levels but rather the Basic Statutory Mortgage limits as per Section 234 for Elevator projects, as indicated below.**

**Bedrooms/Elevator**

0 .....	\$61,281
1 .....	\$70,250
2 .....	\$85,424
3 .....	\$110,512
4+ .....	\$121,307

**However, be mindful of the maximum loan to cost limitations of the application.**