

**BROWARD COUNTY
HOUSING FINANCE & COMMUNITY
DEVELOPMENT DIVISION**



**REQUEST FOR PROPOSALS
FOR
CDBG, HOME, & ESG
Fiscal Year 2009/2010**

**ENVIRONMENTAL PROTECTION & GROWTH
MANAGEMENT DEPARTMENT
CYNTHIA CHAMBERS, DIRECTOR**

**Available October 15, 2008
Deadline December 15, 2008
12:00 P.M.**

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**Housing Finance & Community Development Division
 FY 2009/2010 RFP Process
 Part I. AGENCY COVER SHEET**

Section A. Funding Request Summary

1. Project Name:	2. Project Type (Housing, Capital Improvement, Public Service, Economic Development):	3. Funding Source Requested (CDBG, HOME, ESG, or SHIP):	4. \$ Amount Requested:
5. Total Amount Requested			

Section B. Applicant Agency Information

6. Applicant Agency Legal Name:	
7. Main Administrative Address:	
8. City & State:	9. Zip Code:
10. Telephone Number:	11. Fax Number:
12. E-mail Address:	13. Web Site:
14. CEO/Executive Officer:	15. Office Phone Number:
16. Chief Financial Officer:	17. Office Phone Number:
18. Contact Person's Name	19. Phone Number including area code
20. Mailing Address, City, State, Zip Code, Email	
21. Type of Entity (check all that apply): <input type="checkbox"/> Private-For-Profit Corporation or Limited Partnership <input type="checkbox"/> CHDO <input type="checkbox"/> Private Not-for-Profit <input type="checkbox"/> Unit of Government <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other <small>Attach certificate of incorporation or of limited partnership from the Secretary of State (of Florida), or a printout from Corporations Online, www.sunbiz.org, Public Inquiry dated within twelve months of due date of this Application, stating that Applicant Agency is active as Exhibit "C". Omission of this document will result in a Fatal Flaw and automatically remove the proposal from further review. (N/A for units of government.)</small>	
22. (State) licensed to do business in Florida (Only units of government can check N/A) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A.	
23. Federal Identification Number:	

Section C. Certification of Accuracy and Compliance

I do hereby certify that all facts, figures, and representations made in the application(s) are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations and procedures for program compliance and fiscal control, including but not limited to, those contained in the Bid Solicitation and Core Contract will be implemented to ensure proper accountability of contracts. I certify that the funds requested in this application(s) will not supplant funds that would otherwise be used for the purposes set forth in this project(s) and are a true estimate of the amount needed to operate the proposed project(s). The filing of this application(s) has been authorized by the contracting entity and I have been duly authorized to act as the representative of the agency in connection with this application(s). I also agree to follow all Terms, Conditions, and applicable federal and state statutes.

 Print Authorized Official's Name

 Authorized Official's Title

 Authorized Official's Signature

 Date

Funding Sources Available and Type of Application by Funding Source

Funding Source	Type of Agency	Type of Service	Application Type	Estimated Funds Available
Community Development Block Grant (CDBG)	Private Non-Profit Service Agency	Housing, Public (Social) Services, Economic Development, Capital Improvement	Non-Profit CDBG Application	\$30,000
Community Development Block Grant (CDBG)	Unincorporated Area Civic Associations	Housing, Public (Social) Services, Economic Development, Capital Improvement	Unincorporated Area Civic Associations CDBG Application	\$20,000
Emergency Shelter Grant (ESG)	Private Non-Profit Service Agency, Governmental Agency	Essential Services, Homelessness Prevention, Operational Costs, Renovation	ESG Application <u>Applicants must contact Fredrick Shepherd at Fshepherd@broward.org for information about the FY 2009 ESG Proposal Priorities and meeting TBA to discuss them</u>	\$175,000
HOME Investment partnerships Program (HOME)	For Profit Developer	9% Tax Credit Match	HOME Developer Application	\$ 1,000,000
HOME Investment partnerships Program (HOME)	Non-Profit Service Agency, Governmental Agency	Tenant Based Rental Assistance	HOME Non-Profit Application	\$100,000 Thru 2009 RFP \$ 60,000 from re-programmed funds
HOME (CHDO) Community Housing Development Organization 15% Set-Aside	CHDO's	New Single Family Housing Construction, New Multi-Family Housing Construction, Acquisition/ Rehabilitation	HOME (CHDO) Application	\$527,000

APPLICATION PROCESS TIMELINE

PHASE ONE – Window of Opportunity for Assistance

- a. Public Hearing/Tech. Assistance- 10:30 am October 17, 2008
- b. Technical Assistance Timeframe October 17, 2008 to December 15, 2008
- c. Submission of all certification requirements December 15, 2008
- d. Deadline for Submission of Applications December 15, 2008, 12:00 P.M.
(1 original and 10 copies)

PHASE TWO – Review and Evaluation Process of Applications

- a. Staff Review & Analysis of Applications December 29, 2008 to January 8, 2009
- b. Evaluation of Proposals & Team Review January 9, 2009 to February 09, 2009
Process
- c. Board of County Commissioners February 17, 2009
Conditional HOME Developer Proposal
Approval
- d. Board of County Commissioners Public May 12, 2009
Hearing
- e. Preparation and Submission of the August 2009
CDBG/ESG/HOME Annual Action Plan To
the U.S. Dept. of Housing and Urban
Development

PHASE THREE – Agreement Contracting Process

May 2009 thru September 30, 2009

PHASE FOUR – Consolidated CDBG/ESG/HOME/SHIP Program Implementation

November 1, 2009 thru September 30, 2010

APPLICATION CHECKLIST

1. Application Submission Deadline: **Date** - December 15, 2008
Time - No Later Than 12:00 P.M., EST
All applications received after 12:00 PM will be disqualified and returned to
Broward County Housing Finance & Community Development Division
Broward County Governmental Center
110 NE 3rd Street, 3rd Floor
Fort Lauderdale, Florida 33301
2. Submit (1) original and (10) copies in the format prepared by the Housing & Community Development Division. **Attachments specified on page 9 should only be submitted with original proposal application.**
3. Number all pages, including attachments.
4. Application forms/formats from prior application funding cycles are prohibited.
5. Original Application - do not use staples binders, perforated or bind.
6. Application copies - staple, clip, or use rubber bands.
7. Every page must be on standard size paper.
8. Answer each section In the Order provided.
9. Each Entity must submit a separate application for each proposed activity.
10. All acquisition projects must provide a current appraisal dated no earlier than October 15, 2008 or thereafter and evidence of site control. Appraisals must be updated prior to contract execution.
11. All applicants must provide certifications, corporate documents and project financial commitment letters to support budget summaries. Current project commitment letters must not expire prior to award of funds.
12. Eligibility files will be maintained on current and prospective applicants for funds. The file will contain pertinent information which verifies that the body is legally constituted under the laws of the State of Florida; where applicable, substantiate legal and representative make-up of officials or governing bodies; document actions and efforts to effect Citizen Participation (CP) among persons to be affected by projects, and verification that business is conducted in an open manner accessible to affected citizens.
13. No Applications requesting financing of prior debt will be considered

Part II. ATTACHMENTS and DOCUMENTS

Section A. Organizational Attachments

Submit the following attachments as an appendix to the back of the original Proposal Application and the complete copy of the Proposal Application. Include all attachments in the Proposal pagination. Failure to include Attachments “A” through “C” which are in “BOLD” shall be a fatal flaw and the Proposal Application shall be automatically rejected.
1. Financial Statements must be included with Application as Attachment “A.” Not applicable for units of government.
2. Documentation of Certificate of Corporation must be included as Attachment “B.” Not applicable to units of government.
3. IRS determination of 501(c)(3) status for non-profits must be included as Attachment “C.”
4. Public Entities Crime Act Affidavit must be included as Attachment “D.”
5. Drug Free Work Place Policy must be included as Attachment “E.”
6. Client Non-Discrimination Policy must be included as Attachment “F”
7. Community/Disadvantaged Business Enterprise Policy. (Sample policy) included as Attachment “G.”
8. Americans with Disabilities Act Policy. (Sample policy) included as Attachment “H.”
9. Equal Employment Opportunity /Affirmative Action Policy. (Sample) included as Attachment “I.”
10. General Contractor’s License, if applicable. Attachment “J.”
11. Occupational License, if applicable. Attachment “K.”
12. CHDO Certification, if applicable. Attachment “L.”

Section B – Project Documents

Attach the following documents as an appendix to the back of the original Application and the required ten (10) copies of the Application. Include all documents in the Application pagination. The failure to include these documents is not a fatal flaw, but may result in the Applicant Agency not maximizing points and/or a reduction of points.
1. Copy of the Résumé of the Proposed Project Manager/Director.
2. Floor Plans (Construction projects only)
3. Commitment Letter(s) from additional funding sources (Commitments should include all terms and conditions proposed for financing).
4. Commitment Letter(s) or other documentation from additional non-cash resources. (If applicable)
5. Proof of site control. (For new construction projects)

**Broward County Housing Finance & Community Development Division
Application**

FATAL FLAW CHECKLIST

Failure to comply with or include any of the Required Items listed below that apply to the Applicant Agency's status (Non-Profit, For-Profit, or Unit of Government) will result in a Fatal Flaw and removal of the Proposal from further consideration of approval.

	Required Item	Yes	No	N/A
1.	The signed Proposal/Application was received by the due date and time.			
2.	The Original Proposal/Application contains an original signature under Part I, Section C Certification of Accuracy and Compliance.			
3.	The Proposal is responsive, that is, it addresses an eligible activity for which funds are available.			
4.	Financial Statements of the Applicant Agency for the most recently completed fiscal year, or, the previous fiscal year if the most recent one ended within 120 days of the due date of the Proposal/Application. Attachment "A" (Units of Government may check N/A).			
5.	Certificate of Corporation from the Secretary of State, State of Florida certified and dated by the Secretary of State within twelve (12) months of the due date of this Application. This Certificate must state on its face that the Applicant Agency is active. In the alternative the Applicant Agency may submit a printout from Corporations Online, www.sunbiz.org , Public Inquiry as Attachment "B" dated within twelve (12) months of the due date of this Application, stating that Applicant Agency is active. Please note that a copy of the Articles of Incorporation or any similar document does not meet the requirements of this section. This provision is not applicable to units of government. Attachment "B" (Units of government may check N/A). Omission of the document is a Fatal Flaw.			
6.	Proposals will not be accepted for new construction projects that already have a Certificate of Occupancy. This is a Fatal Flaw .			
7.	Proposals will not be accepted for new construction projects that do not provide documented proof of site control. This is a Fatal Flaw .			
8.	Proposals will not be accepted for projects from non-profits that do not submit a copy of their IRS determination of 501(c)(3) status. This must be included as Attachment "C." This is a Fatal Flaw .			

