

CDBG RFP WORKSHOP Q&A

ROBERTO CLEMENTE PARK Q&A

SEPT. 13, 2011, 9:30 A.M.

1. Can proposals be submitted printed double-sided (both sides of a sheet of paper)?

Yes, it is encouraged to submit proposals this way.

2. What is First Source Hiring?

Sec. 18-110. First-source hiring agreements.

(a) The city commission approves implementation of the first-source hiring agreement policy and requires as a condition precedent to the execution of service contracts for facilities, services, and/or receipt of grants and loans, for projects of a nature that create new jobs, the successful negotiation of first source hiring agreements between the organization or individual receiving said contract and the authorized representative unless such an agreement is found infeasible by the city manager and such finding approved by the city commission at a public hearing.

(b) For the purpose of this section, the following terms, phrases, words and their derivations shall have the following meanings:

Authorized representative means the Private Industry Council of South Florida/South Florida Employment and Training Consortium, or its successor as local recipient of federal and state training and employment funds.

Facilities means all publicly financed projects, including but without limitation, unified development projects, municipal public works, and municipal improvements to the extent they are financed through public money services or the use of publicly owned property.

Grants and loans means, without limitation, urban development action grants (UDAG), economic development agency construction loans, loans from Miami Capital Development, Incorporated, and all federal and state grants administered by the city.

Service contracts means contracts for the procurement of services by the city which include professional services.

Services include, without limitation, public works improvements, facilities, professional services, commodities, supplies, materials and equipment.

(c) The authorized representative shall negotiate each first source hiring agreement.

(d) The primary beneficiaries of the first-source hiring agreement shall be participants of the city training and employment programs, and other residents of the city.

3. About the proposal narrative (page 25), some of the things that are being requested under the proposal narrative intersect with some of the documents requested for in other parts of the RFP. For example budgets, which is also requested under the budget line item # 9 (page 43). How do you handle this duplication of documents within the proposal submission?

There is no request for a duplication of documents. A budget is a required document for the proposal submission. The budget supports your organization's fiscal soundness. The chart on page 43, as referenced in your question, is a check-off list to ensure your entity is submitting the appropriate documentation. The key of the narrative is to address the items on the rating sheet and to clearly state what you are planning to do and the experience you

have. It is important that you include the nuts and bolts of your request in this narrative and that it speaks for itself and stands alone.

4. Can for profit entities apply through this RFP to provide technical assistance to micro enterprises (p. 20)?

Under 24 CFR 570.201(o)(1), program regulations allow for nonprofits and for-profit subrecipients to facilitate economic development by providing technical assistance, advice, and business support services to owners of microenterprises and persons developing microenterprises. Ultimately, the city makes the final decision as to whether to allow for either nonprofits, for-profits or both to be considered under this service category. In this particular case, the city has made the determination that both nonprofits and for-profits will be allowed to apply under the technical assistance to micro enterprises category.

5. If your RFP is not recommended for funding, are you told why?

Yes. All applicants will receive an official city notification which will indicate the reason for the proposal not being recommended for funding.

6. On page 43, #19 as to the request for a copy of your entity's latest audit report, is that in regards to how much funding you have received?

An entity must include the most current audit report if that entity expended \$500,000 in the last operating year.

7. Does "back up" need to be included in the RFP – such as resumes, history?

Yes. It is a requirement.

8. As to the budgets included in the proposal, are those in excel?

Yes, the budget forms in excel format are available on our web site at <http://miamigov.com/communitydevelopment/pages/applicationsforms/>

9. As far as the cost allocation plan, do I need to include my entire organizational budget (specifically BG3)?

Yes, you need to put ALL your funding sources for your agency, even if it does not relate to CDBG funds.

10. How does the allocation of CDBG work within the Districts? What is that breakdown for the Districts?

The City utilizes the same formula the U.S. Department of Housing & Urban Development utilizes to allocate funding to local governments. This formula takes into consideration certain factors such as population, poverty level, and overcrowding. Currently, the breakdown of the districts is as follows (rounded to the closest decimal point): D1=21%, D2=14%, D3=22%, D4=19%, D5=24%

11. If I am a microenterprise, how do I apply for assistance through this RFP?

You cannot. This RFP is for those agencies that want to apply for TECHNICAL ASSISTANCE TO MICRO-ENTERPRISES. If you are a micro enterprise you would need to apply via a separate application. Those applications are issued during the year, on a per-District basis.

12. Do you submit separate applications for each District your entity will be servicing?

If you will be offering the same service (example: child care) to clients who live in different City Districts, you have to submit only ONE application.

13. As to certification of all funds received (pg. 50), what funds do you include?

Here you include all the funds received by your organization. Enter the same amounts that are on your cost allocation form BG3.

14. What is the national objective for Economic Development activities?

It depends on the activity being carried out. Typically, it satisfies an eligible low-mod income national objective.

15. Where can we find the City's Five-Year Consolidated Plan?

Please refer to question 46 on page 37 of the RFP.

16. What are HUD's National Objectives?

Please refer to page 5 of the RFP.

17. In relation to reimbursements, if we were to get funded, are agencies reimbursed based on the # of participants (per person amounts) or for program costs?

Program costs.

18. What things are captured under Employment Training? How is that defined?

Employment training is for assistance that increases self-sufficiency. This includes literacy, independent living skills, job training and employment service activities. This is a public service activity.

LITTLE HAITI CULTURAL CENTER Q&A
SEPT. 13, 2011, 1:30 PM

19. At what time does the City Clerk's office close?

The City Clerk's office hours of operation are 8 a.m.-5 p.m., Monday through Friday. Please remember to have valid photo ID upon entering City Hall, where the Clerk's office is located, as ID is required of visitors to this building and there is security at the entrance.

20. In the public service category, what happens if you provide more than one service?

Your entity must submit separate applications for each service you provide.

21. You are requesting a copy of the audit, do you want that bound?

No. You only need to include it in your proposal's "Original" version, but please remember to make a reference in the "Copies" of your proposal. There should be a placeholder in the "Copies" that mentions that the AUDIT can be found in the "Original" document.

22. What is the maximum amount funded for any particular service?

There is no defined maximum amount. However, keep in mind that the funds are limited.

23. Why do some Districts get more money than others for these purposes?

Please refer to question #10 above.

24. What are the maximum scores available?

Please refer to rating sheet for the category you are applying for.

25. About joint applications, what supporting documents would you need to supply for your partners?

Please refer to question #29 on page 35 of the RFP.

26. Is there a matching funds requirement?

Please refer to question #40 on page 36 and question #43 on page 37 of the RFP.

27. Who needs to sign the certification of fiscal management (p. 55)?

The Certified Public Accountant (CPA) of the agency has to sign it and it has to be notarized.

OTHER QUESTIONS

28. Are any of the forms available electronically? Especially the budget forms?

Yes. The forms are available in an electronic format as part of the RFP download in above .pdf format. The budget forms in excel format can be found at <http://miamigov.com/communitydevelopment/pages/applicationsforms/>

29. Is there a map of District 3 available?

Yes. Please follow this link <http://maps.miamigis.com/miamizoningsite/>
In this map, on the right top corner there is an icon for “layers” – second icon from the left – select it and check “Commission Districts.” All districts are highlighted on this map.

30. Form RQ2 – Certification of All funds received. The amounts recorded on this form are the awarded amounts or the amounts collected from our awarded amounts?

Awarded amounts.

31. When we request funds in the Economic Development Category, in the past, specifically under the Commercial Façade Program, we requested the total cost of the administrative cost and the hard costs were assumed by the City. Is that the same this year?

Yes.

32. District Priorities: Does the order of the priority indicate the importance of the priority or all the mentioned priorities have the equal importance for the district?

The specific District priorities are listed in the order of importance.

33. Is there a City manual for Code Compliance? Can we obtain one copy?

The manual of Code Compliance is the same utilized for the Commercial Façade program. Yes, you can obtain a copy of the manual. This will need to be requested on an individual basis.

34. Regarding Technical Assistance to Microenterprises:

- **Is there a limit of hours that may be used to assist a business?**

There is no limit

- **General Business services include occupational licenses, certificates of use, articles of incorporation, By-Laws, etc.?**

Yes. Your examples are correct.

- **Does the City have a manual for technical assistance to microenterprises?**

Yes we do. This will need to be requested on an individual basis.

- **Which entities have provided technical assistance to microenterprises in the past?**

District 2: Neighbors and Neighbors Association, Inc.

District 5: Fanm Ayisyen Nan Miyami, Inc. and Neighbors and Neighbors Association, Inc.

- **Is there a limit of hours that may be used to assist a business?**

They can be a home-based business, but must have an occupational license.

35. Page 13 indicates the order of supporting documents. The program narrative should be placed after the documents or after the Table of Contents and before the Budget Forms?

The Program Narrative may be placed in any section of the document, but it is certainly preferred right after the Table of Contents and before the Budget Forms.

36. Is there a page limit for the submission of the RFP?

No.