

Updated 6/14/2023

MIAMI BEACH

City of Miami Beach Request for Applications (RFA)

FY 2023 - 2024

State Housing Initiatives Partnership Program (SHIP) Funds

**Deadline for Submissions:
Tuesday, August 8, 2023 at 3:00pm**

Applications must be received by the deadline indicated above. Any application received after that time will not be considered. The responsibility for submitting applications on or before the stated time and date is solely the responsibility of the Applicant.

City of Miami Beach
Office of Housing & Community Services
1700 Convention Center Drive
Miami Beach, Florida 33139

Telephone: 305-673-7260
Website: www.miamibeachfl.gov

Fax: 305-673-1616
Email: albatarre@miamibeachfl.gov

MIAMI BEACH

Mayor & Members of the City Commission:

Dan Gelber, Mayor
Kristen Rosen Gonzalez, Commissioner
Laura Dominguez, Commissioner
Alex J. Fernandez, Commissioner
Steven Meiner, Commissioner
Ricky Arriola, Commissioner
David Richardson, Commissioner

City Administration:

Alina Hudak, City Manager
Eric Carpenter, Assistant City Manager
Mark Taxis, Assistant City Manager
Rickelle Williams, Assistant City Manager

Housing & Community Development Staff:

Alba Tarre, Department Director
Marcela Rubio, Assistant Director
Cristina Cabrera, CDBG Coordinator
Alice Waters, HOME/ SHIP Coordinator
Claudia Abreu, Office Associate V
Paola Arboleda, Office Associate V

Our Mission

"We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community."

Our Vision

The City of Miami Beach will be:

- Cleaner and Safer;
- More Beautiful and Vibrant;
- A Mature, Stable Residential Community with Well-improved Infrastructure;
- A Unique Urban and Historic Environment;
- A Cultural, Entertainment, Tourism Capital; and
- An International Center for Innovation in Culture, Recreation and Business.

Our Values

- We maintain the City of Miami Beach as a world-class city.
- We work as a cooperative team of well-trained professionals.
- We serve the public with dignity and respect.
- We conduct the business of the City with honesty, integrity, and dedication.
- We are ambassadors of good will to our residents, visitors, and the business community.

Notice of Funding Availability

The City of Miami Beach is an entitlement grantee of federal funds. It receives an annual allocation of funding for the Community Development Block Grant (CDBG) programs from the United States Department of Housing and Urban Development (HUD). The City is entitled to these funds because its population, housing and/or demographic characteristics meet the formula requirements needed to obtain funding.

HISTORY OF THE SHIP PROGRAM

On July 7, 1992, the Florida State Legislature passed the William E. Sadowski Affordable Housing Act, the centerpiece of which was the State Housing Initiatives Partnership Program (SHIP). The Act, designated by Florida Statute 420.907-9079, employed the Florida Housing Finance Corporation (FHFC) to administer the Program. The FHFC also established the Rules 67-37 Florida Administrative Code (F.A.C.) for the SHIP program. The source of housing funding (documentary stamp tax proceeds) for the program was also established by the Sadowski Act.

SHIP funds are distributed on an entitlement basis to all 67 counties and 55 Community Development Block Grant entitlement cities in Florida. The minimum allocation is \$350,000. In order to participate, local governments must establish a local housing assistance program by ordinance; develop a Local Housing Assistance Plan (LHAP) and housing incentive strategy; amend land development regulations or establish local policies to implement the incentive strategies; form partnerships and combine resources in order to reduce housing costs; and ensure that rent or mortgage payments within the targeted areas do not exceed 30 percent of the area median income limits, unless authorized by the mortgage lender.

On June 22, 2022, via Resolution 202-32187 the City Commission approved the City's 2022-2025 LHAP. The City's LHAP utilizes the below strategies for the broadest range of income-eligible households:

- Purchase Assistance with Rehab
- Owner-Occupied Rehabilitation
- Foreclosure Prevention
- New Construction
- Rental Development
- Disaster Repair

The current LHAP can be found at [Community Development - City of Miami Beach \(miamibeachfl.gov\)](https://www.miamibeachfl.gov/community-development)

A minimum of 65 percent of the funds must be spent on eligible homeownership activities; a minimum of 75 percent of funds must be spent on eligible construction activities; at least 30 percent of the funds must be reserved for very-low income households (up to 50 percent of the area median income or AMI); an additional 30 percent must be reserved for low-income households (up to 80 percent of AMI); and the remaining funds may be reserved for households up to 140 percent of AMI. No more than 10 percent of SHIP funds may be used for administrative expenses.

On June 28, 2023, via Resolution (number pending) the City Commission approved the FY2023-2024 funding allocation

The City of Miami Beach is projecting the following FY 2023 - 2024 funds subject to the availability and allocation by the FHFC:

SHIP Funds (estimated)	
SHIP Allocation (estimated)	\$612,688.00
City Administration (20%)	\$61,268.80
Purchase Assistance with Rehabilitation and Homeowner Rehabilitation (waitlist)	\$398,247.20
Rental Development	\$153,172.00

2023 Annual State Housing Initiatives Partnership Program Funds Application Information

Here is the timeline of events for this RFA:

Date	Event/Expected Outcome
July 03, 2023	RFA Release Date
July 21, 2023	Deadline for questions
August 08, 2023	RFA Deadline
September 13, 2023	Submit funding recommendations to Mayor & Commission for award
August 2023 - October 2023	Contract negotiation
October 1, 2023	Commencement of 2024 Fiscal Year

SCOPE OF SERVICES

The City of Miami Beach is requesting proposals for the rehabilitation of an affordable housing rental development.

RFP proposers may request up to \$153,172 for the rehabilitation of an affordable housing rental development.

LHAP Category: Rental Development

Maximum award: \$40,000 per unit/ \$400,000 per property

SHIP Funds may be used to fund emergency repairs, and rehabilitation and to assist rental units meet the standards of chapter 553 (Florida Building Construction Standards).

REQUIREMENTS OF SHIP PROGRAM

There are several important statutory requirements regarding how the City is required to spend SHIP funds for each fiscal year. These requirements are established by the FHFC and all jurisdictions receiving SHIP funds must abide by them.

- A minimum of seventy-five percent (75%) of the City's SHIP allocation must be used for rehabilitation/construction-related activities of affordable, eligible housing.
- At least sixty-five percent (65%) of SHIP allocation must be used for homeownership activities. Of the units produced under the City's SHIP Program, at least thirty percent (30%) of the annual allocation must benefit very low-income eligible persons and an additional thirty percent (30%) of the allocation must benefit low-income eligible persons.
- Only a limited amount of SHIP funds may be used to assist moderate-income households.
- Additionally, the City must use a minimum of 20% of its allocation to serve persons with special needs as defined in Sec.420.0004, Florida Statutes. The first priority of these special needs funds must be to use them for persons with developmental disabilities as defined in Sec.393.063, Florida Statutes, with an emphasis on home modifications, including technological enhancements and devices, which will allow homeowners to remain independent in their own homes and maintain their homeownership.

DEFINITIONS

- **Very-low Income Eligible Person or Household:** One or more natural persons or a family that has a total annual gross household income that does not exceed fifty (50%) of the median annual income, adjusted for family size, for households within the metropolitan statistical area.
- **Low-Income Eligible Person or Household:** One or more natural persons or a family that has a total annual gross household income that does not exceed eighty (80%) of the median annual income, adjusted for family size, for households within the metropolitan statistical area.
- **Moderate Income Eligible Person or Household:** One or more natural persons or a family that has a total annual gross household income that does not exceed one hundred and twenty (120%) of the median annual income, adjusted for family size, for households within the metropolitan statistical area.

- **Affordable:** Monthly mortgage payments; including taxes and insurance do not exceed thirty (30%) of annual gross household income. However, it is not the intent to limit an individual household’s ability to devote more than thirty (30%) of its income for housing; any housing for which a household devotes more than thirty (30%) of its income shall be deemed affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the thirty (30%) benchmark.
- **Person with Special Needs:** an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services; a survivor of domestic violence; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program, the Supplemental Security Income (SSI) program, or from veterans disability benefits.
- **Developmental Disability:** a disorder or syndrome that is attributable to retardation, cerebral palsy, autism, spina bifida, or Prader-Willi syndrome that manifests before the age of 18 and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.
- **Income Limits: 2023 Income Limits (subject to change)**

2023 Income Limits

Percentage Category	1- Person	2- Person	3- Person	4 - Person	5 - Person	6- Person	7- Person	8- Person
Extremely Low- Income Limits (30%)	\$21,700	\$24,800	\$27,900	\$30,950	\$35,140	\$40,280	\$45,420	\$50,560
Very Low- Income (50%)	\$36,150	\$41,300	\$46,450	\$51,600	\$55,750	\$59,900	\$64,000	\$68,150
Low-Income (80%)	\$57,800	\$66,050	\$74,300	\$82,550	\$89,200	\$95,800	\$102,400	\$109,000
Moderate- Income (120%)	\$86,760	\$99,120	\$111,480	\$123,840	\$133,800	\$143,760	\$153,600	\$163,560

- **Rent Limits: 2023 Income Limits (subject to change)**

Percentage Category	Efficiency	1-Bedroom	2-Bedroom	3 -Bedroom	4-Bedroom	5-Bedroom
Extremely Low- Income Limits (30%)	\$542	\$581	\$697	\$826	\$1,007	\$1,199

Very Low- Income (50%)	\$903	\$968	\$1,161	\$1,341	\$1,497	\$1,651
Low- Income (80%)	\$1,445	\$1,548	\$1,857	\$2,146	\$2,395	\$2,642
Moderate- Income (120%)	\$2,169	\$2,323	\$2,787	\$3,220	\$3,594	\$3,964

PROGRAM CONTRACTS:

The successful proposer will be required to contractually commit to following the State of Florida’s SHIP and Local program guidelines, and conform to all local, state, and federal rules and regulations pertaining to housing programs for the activities to be undertaken.

RENTAL DEVELOPMENT:

The purpose of this solicitation is to provide rehabilitation of an affordable housing rental development that serves is the home to very low-, low-, and moderate-income households. **Up to \$153,712 in funds** will be awarded to the selected contractor for the cost of the rehabilitation of the rental development. The funds are considered a grant. The selected contractor will have a proven track record in the administration of very low-, low-, and moderate-income rental development.

EXPENDITURE DEADLINES

The contractor to which funds are awarded may expend such funds based on the City’s 2023/2024 fiscal year SHIP allocation. This means that all funds that are encumbered by June 30, 2024, must be disbursed (expended) by June 30, 2025.

AGREEMENT

The term of the contract agreement will begin upon the effective date of the agreement and extend through acceptance and approval by the City of all deliverables outlined in the contract document.

General Information

The following funding is available through this RFA, contingent upon final approval by HUD:

SHIP Funds \$153,712.00 (Unallocated)	
Affordable Housing Rental Development	\$ 153,712.00
Affordable Housing Rental Development Funds Available	\$153,712.00

Contact

Please email questions to:

Alice Waters, HOME/ SHIP Program Coordinator

Alicewaters@miamibeachfl.gov

Affordability Period

All housing projects will be required to execute a Restrictive Covenant, Mortgage and Promissory Note in addition to the Program Agreement. The required affordability period for SHIP projects is 30 years.

Determination of Appropriateness

Prior to preparing an application for funds, applicants are strongly advised to determine if the proposed project is an eligible activity as defined by the City's approved LHAP.

Fatal Flaws

The following errors, omissions and/or conditions are considered fatal flaws preventing applications from consideration for funding:

- ! Incomplete applications (missing any section of the application or omission of required attachments)
- ! Factual errors resulting in the misrepresentation of an organization's experience, capacity or ownership
- ! Projects with funding gaps despite the potential award of City funds

Modifications/Withdrawals of Proposals

An Applicant may submit a modified Application to replace all or any portion of a previously submitted Application up until the Application due date and time. Modifications received after the Application due date and time will not be considered. Applications shall be irrevocable until contract award unless withdrawn in writing prior to the Application due date, or after expiration of 120 calendar days from the opening of Applications without a contract award. Letters of withdrawal received after the Application due date and before said expiration date, and letters of withdrawal received after contract award will not be considered.

RFA Postponement/Cancellation/Rejection

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, Applications; re-advertise this RFA; postpone or cancel, at any time, this RFA process; or waive any irregularities in this RFA, or in any Applications received as a result of this RFA.

Costs Incurred by Applicants

All expenses involved with the preparation and submission of Applications, or any work performed in connection therewith, shall be the sole responsibility (and shall be at the sole cost and expense) of the Applicant, and shall not be reimbursed by the City.

Exceptions to RFA

Applicants must clearly indicate any exceptions they wish to take to any of the terms in this RFA, and outline what, if any, alternative is being offered. All exceptions and alternatives shall be included and clearly delineated, in writing, in the Application. The City, at its sole and absolute discretion, may accept or reject any or all exceptions and alternatives. In cases in which exceptions and alternatives are rejected, the City shall require the Applicant to comply with the particular term and/or condition of the RFA to which Applicant took exception to (as said term and/or condition was originally set forth on the RFA).

Florida Public Records Laws

Applicants are hereby notified that all Applications including, without limitation, any and all information and documentation submitted therewith, will be available for public inspection after opening of Applications, in compliance with Florida Public Records Law including, without limitation, Chapter 119, Florida Statutes.

Negotiations

The City reserves the right to enter into further negotiations with the selected Applicant(s). Notwithstanding the

preceding, the City is in no way obligated to enter into a contract with the selected Applicant(s) in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by Applicants that by submitting an Application, no property interest or legal right of any kind shall be created at any time until and unless a contract has been agreed to; approved by the City; and executed by the parties.

Observance of Laws

Applicants are expected to be familiar with, and comply with, all Federal, State, County, and City laws, ordinances, codes, rules and regulations, and all orders and decrees of bodies or tribunals having jurisdiction or authority which, in any manner, may affect the scope of services and/or project contemplated by this RFA (including, without limitation, the Americans with Disabilities Act, Title VII of the Civil Rights Act, the EEOC Uniform Guidelines, and all EEO regulations and guidelines). Ignorance of the law(s) on the part of the Applicant will in no way relieve it from responsibility for compliance.

Conflict of Interest

All Applicants must disclose in their Application the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Miami Beach. Further, all Applicants must disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Applicant entity or any of its affiliates.

Applicant's Responsibility

Before submitting an Application, each Applicant shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the Applicant from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Applicant.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

American With Disabilities Act (ADA)

Call (305) 673-7260/VOICE to request material in accessible format; sign language interpreters (five days in advance when possible), or information on access for persons with disabilities. For more information on ADA compliance, please call the Public Works Department at 305-673-7631.

Acceptance of Gifts, Favors, Services

Applicants shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City, for the purpose of influencing consideration of this Application. Pursuant to Sec. 2-449 of the City Code, no officer or employee of the City shall accept any gift, favor or service that might reasonably tend improperly to influence him in the discharge of his official duties.

Application Instructions

Application Submission

Applications for Affordable Housing Rental Development must submit their application(s) via Neighborly Software: <https://portal.neighborlysoftware.com/MIAMIBEACHFL/Participant>

A separate application should be submitted for each project or activity.

Required Documents

The following attachments are required and must be submitted with the digital application.

1. Agency's Articles of Incorporation in their entirety.
2. A current list of the Applicant's Board of Directors and their respective affiliation(s).
3. The Applicant's last two (2) annual financial audits.
4. Two (2) latest financial statements for organization.
5. Internal Revenue Services Designation Letter
6. For Capital Projects: Physical Needs Assessment (Must have been completed within 90 days of application)
7. For Capital Projects: 5-year proforma
8. For Capital Projects: Subsidy Layering Review

Recommended Attachments

- * Project renderings
- Evidence of matching funds/leverage, if applicable

Additional Attachments

If the applicant wishes to submit additional documents, it may do so. If provided, these should follow the required attachments.

Application Instructions

Tab	General Instructions
Project Overview	As you provide the Project Synopsis, please be succinct but complete in your narrative and run spellcheck before finalizing. If you have a Physical Needs Assessment for the proposed project, please include as an attachment. List any Project Partners and the type of support provided from each.
Project Impact	Be certain to answer the questions asked fully. Be succinct but complete in your narrative and run spellcheck before finalizing. Please provide economic impact of the project in the
Organization Capacity	Be certain to answer the questions asked fully. Be succinct but complete in your narrative and run spellcheck before finalizing. Please include any evaluations or audits by current
Project Budget	The Budget form has five columns. The first column should list all of the entities providing cash, financing or in-kind leverage to the proposed project. The second column, "Confirmed Receipt", enables you to insert the dollar value of any commitment that has been secured. The third column, "Pending Receipt", enables you to insert the value of any projected funds that have yet to be secured but may be reasonably expected. The fourth column, "City Request" enables you to insert the value of funds requested from the City through this RFA process.

Funding Sources	<p>In the column labeled "Line-Item Category," list the various project expenses using the drop-down menu provided.</p> <p>In each of the following columns to the right insert the respective amounts allocated to each line item by funding source. Provide the name of the funding entities in the text box at the end of the page. Please indicate separately if there is a deadline for use of these funds.</p>
Priority Alignment	Using the drop-down menus provided, answer each question.
Disclosure & Disclaimer	Requires signature of the preparing party and authorizing party
Affidavit of Compliance	Requires signature of the preparing party and authorizing party
Lobbying Certification	Requires signature of the preparing party and authorizing party
Submit	Requires signature of the preparing party and authorizing party

Application Scoring

Minimum requirements for application submission: Applicants requesting affordable housing rental development and/or rehabilitation funds must have a minimum of five (5) years of experience in the development and rehabilitation of rental affordable housing programs.

Selection criteria will include, but is not limited to:

1. Ability to provide strong construction management practices and to provide first-quality materials, including landscaping if applicable
2. Ability to perform all applicant selection and income certification processes in accordance with local, state, and federal regulations
3. Ability to comply with the City's reporting requirements
4. Total project cost
5. Total number of units
6. Leveraging

The Office of Housing and Community Development will review all responses to the RFA to ensure compliance with the requirements of the RFA as well as under applicable Florida Statutes, Resolutions, and the City's Local Housing Action Plan. All eligible affordable housing applications will be submitted to the City's Affordable Housing Advisory Committee for review.

Sections within the RFA are weighted and their respective values are noted below:

Section	Maximum Points
Applicant Information	5
Project Overview	20
Project Impact	20
Applicant Experience	25
Project Budget	20
Sources & Uses	5
Priority Alignment	5
MAXIMUM POSSIBLE SCORE	100

Application Scoring

Applicant Information

Information provided must be complete and accurate and include the required attachments.

Project Overview

This section provides overall summary of the project from an objective and fiscal context. Please ensure to be succinct but clear about your proposed project as well as indicate the community-based partners who will help you achieve your proposal. Make sure to complete the Objective, Outcome and Activity Code section. Double-check for accuracy.

Project Impact

This is the section that most describes the viability, impact, purpose and overall leverage for your project within a holistic context. In this section, please ensure to provide operational details for your project including specific beneficiaries, eligibility criteria, timelines, progress measures and outcome measures. If your project creates secondary benefits, i.e. creates new jobs or sustainable services for an area, provide such detail.

Applicant Experience

This section provides the applicant an opportunity to sell themselves as worthy recipients of public resources. Be specific in providing achievements, success stories, experience and expertise. Please indicate if any funder has rescinded funding within

Project Budget

The project budget must be sound, practical, achievable and sustainable throughout the project period. Your budget should provide the fiscal perspective of what was described in your project Overview and Project Impact sections. All expenses must be tied to the direct delivery of services.

Sources & Uses

This section serves to detail the Project Budget section by assigning costs to specific funding sources. Assignments should comply with funding source guidelines. All other funds must be secured before receipt of SHIP funds.

Cost Allocation Plan

If your budget includes personnel, you must provide cost allocation plan encompassing all personnel.

Priority Alignment

This section enables the applicant to identify the proposed project's beneficiaries.

Uniform Relocation Assistance (URA)

If a project proposed in response to this RFA includes the purchase of a building or an offer to purchase a building which is occupied, the tenants are entitled to the benefits provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). The following information is provided to assist the applicant in complying with the URA.

1. **URA preparation needs to start early.** A URA notice needs to be given to the Seller when the purchase offer/option is made.
2. **HUD and the City of Miami Beach care about this.** Developers who are working on HUD-funded projects need to understand that the URA is basic consumer legislation that addresses “fairness” issues. Tenants whose living circumstances are changed by a project - either by higher rents or involuntary moves - must be protected and compensated.
3. **The relocation rules are not all one-sided.** There are actions that can be taken to control costs and prevent displacement. These actions include informing tenants about the project, treating them fairly during the process, staging work if it is feasible, and keeping their rents affordable. Tenants must continue to pay rent and comply with the lease during the process.
4. **Mistakes can be costly.** Planning for relocation and tenant concerns is critical because grantees, owners and developers can all take actions which can incur a financial liability. Displaced tenants are entitled to 42 or 60 months of rental assistance, depending on their situation. Many claims exceed \$10,000. Although some claims are unavoidable, **there is no reason to incur costs for failing to follow the rules.**
5. **Planning is critical.** Relocation concerns must be thought out early in the process so decisions about rents, construction timing and project feasibility can be considered before they are a crisis.
6. **Cooperation is essential.** All parties involved in the project must do the right thing in order to make the process work. The Developer and the City must work together.
7. **There are three basic requirements for tenants in rental rehabilitation projects.** Tenants must be given timely information about the pending application. If the project is approved, they must be advised of any changes that will occur to their situation. If they are not advised - and move - they could claim that they were displaced even if that was not intended and they could be eligible for considerable financial compensation. If they must be displaced, tenants must be offered a comparable replacement unit (as defined by HUD). Moving expenses must be paid. No one can be required to move without 90 days notice. Tenants who will stay in the property after work is completed must be offered a suitable unit that is affordable to them.