

# 34<sup>th</sup> Program Year RFP Questions

## MICRO-ENTERPRISE RFP QUESTIONS

**1. What are the FY2008 income levels?**

The income limits established by the U.S. HUD Rental Subsidy Program (Section 8) fiscal year 2008 are listed below.

**Miami-Miami Beach-Kendall, FL HUD Metro FMR Area**

FY 2008 Income Limit Area	<u>Median Income</u>	FY 2008 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Miami- Miami Beach- Kendall, FL HUD Metro FMR Area	\$49,200	<u>Very Low (50%) Income Limits</u>	\$21,100	\$24,100	\$27,150	<b>\$30,150</b>	\$32,550	\$34,950	\$37,400	\$39,800
		<u>Extremely Low (30%) Income Limits</u>	\$12,650	\$14,500	\$16,300	<b>\$18,100</b>	\$19,550	\$21,000	\$22,450	\$23,900
		<u>Low (80%) Income Limits</u>	\$33,800	\$38,600	\$43,450	<b>\$48,250</b>	\$52,100	\$55,950	\$59,850	\$63,700

**2. Can two businesses having the same address be funded?**

Yes, however, the business owner(s) must demonstrate in the application that the applications are for two separate business managed by two different individuals. For each business, the applicant must demonstrate that the owner(s) is a member of low to moderate income household.

**3. Can one person apply for funding for more than one business?**

Yes. However keep in mind that per regulation (24 CFR 570.201(o)), states that the funds must be used to facilitate economic development through the establishment, stabilization and expansion of micro-enterprises owned by low to moderate income individuals. Furthermore, for each business, the applicant must demonstrate that the owner(s) is a member of low to moderate income household. Businesses are recommended for funding based on the owner income level.

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**4. How should business partners fill out applications?**

Personal Information and Financial Information requested in the RFP's Grant Application Form must be provided for each owner, business partner and/or stockholder.

**5. What information should I provide if my financial situation has changed? For example, I lost my job and my income is lower this year than what I reported last year in my income tax.**

The applicants must include all the required information as listed on the RFP. In addition, the applicants should also include a statement explaining any changes in income and supporting documentation as evidence of the loss/reduction of income (ie. unemployment checks). The applicant must show that at the time of the application the income limits listed above in Question 1 were met. Please refer to page 14 of the RFP for a list of documents that can also be provided as evidence of income eligibility.

**6. If you are not recommended for funding, what is the process for appealing that decision?**

The appeal must be based on an error in fact or law. An alleged error in evaluation based on "fact" will be reviewed by the three (3) person committee. An alleged error in evaluation based on "law" will be reviewed by the City Attorney's Office. To initiate an appeal, the applicant must notify the Department of Community Development in writing within three (3) days from the date of the City's written notice of non-funding.

**7. Will I need a certificate of use for a home-based business?**

If the business does not have the appropriate licenses at the time of the application or when the contract is executed, then the licenses must be obtained prior to the Department disbursing any funds. Applicants can utilize this grant to obtain said licenses. Businesses should have all the valid and applicable City of Miami and Miami-Dade County business licenses (occupational license and certificate of use) and any other professional licenses even if it is a home-based business.

**8. Can a non-profit submit an application for the Micro-Enterprise RFP even though they did not attend the pre-proposal workshop?**

Attendance to the workshop is not a requirement to submit an application or to be considered for funding. However, it is a regulatory requirement (24 CFR 570.201(o)) that the businesses are for-profit.

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### **PUBLIC SERVICE AND ECONOMIC DEVELOPMENT PROGRAMS, AND EMERGENCY SHELTER GRANT RFP QUESTIONS**

- 9. For the Meals for Elderly Residents, is there any kind of stipulation as to whether the meals have to be hot, delivered daily? Can a proposal be submitted for frozen meals delivered once per week?**

It is the agency's responsibility to describe its meals program and elderly services in the application and, specifically explain how the program complies with the requirements and federal regulation.

- 10. Can an organization with a budget of less than 300,000 apply under this RFP if we do not have an audited financial audit?**

Yes. As per OMB Circular A-133, non-federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program specific audit conducted for that year.

- 11. Is it possible for the agency to apply under this grant and submit un-audited financial statements completed by a CPA licensed in Florida?**

Yes.

- 12. Would this RFP approve a proposal for mentoring/volunteerism for children ages 12-18 and in disability cases ages 12-22?**

A response to the RFP in itself does not guarantee approval for funding. However, the activities addressed in this question are an eligible activity within the RFP.