



Collier County Community & Human Services

Program Year 2025 Grant Application Guide

**Important information for those intending to apply for CDBG, HOME,
ESG, SHIP or HOME-ARP funding**

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APPLICATION PROCESS

Welcome to Collier County’s Community and Human Services’ next grant application cycle. CHS wishes to provide as much information to prospective applicants as possible so informed decisions can be made when applying for grant funds.

Overview of Application Process

Grant applications are submitted via the Neighborly portal. The application link can be found at www.colliercountyhousing.com or www.colliercountyfl.gov on January 7, 2025.

- STEP 1: Mandatory - Applicants submit pre-application
- STEP 2: Mandatory - Applicants schedule & attend 1:1 technical assistance with CHS staff
- STEP 3: CHS Staff contact eligible applicants to submit a full application
- STEP 4: CHS Staff vet applications to move to Review & Ranking committee presentations
- STEP 5: Mandatory – Applicant’s presentations to Review & Ranking committee
- STEP 6: Applications scored, and conditional award letters are sent

Please reference the following timeline for Program Year 2025 grant applications:

Grant Pre-Applications Open	January 7, 2025 at Noon
Grant Pre-Applications Close	January 17, 2025 at Noon
Pre-Applications are reviewed by Staff	January 21-23, 2025
1:1 Technical Assistance meetings	January 27-31, 2025
Full Grant Applications Open	February 3, 2025 at
Full Grant Applications Close	8:00am February 24, 2025
Applicant’s Presentations to Review & Ranking	at Noon March 26-27, 2025
Conditional Awards are announced	Week of April 7, 2025

If you are interested in being placed on the community meetings or Notice of Funding Availability (NOFA) mailing lists, or if you have questions about the application, CDBG, HOME, ESG, SHIP or HOME-ARP programs, please email Tracey.Smith@colliercountyfl.gov.

Overview of Community and Human Services Priorities

FEDERAL FUNDING

Collier County is an entitlement grantee and receives funds from the U.S. Department of Housing and Urban Development (HUD) through three (3) federal programs: Community

Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG).

HUD requires the County to complete a Five-Year Consolidated Plan that includes a housing assessment, market analysis and assessment of community development needs. The Consolidated Plan is meant to address the needs of low- and moderate-income persons and families, including homeless individuals. It establishes the County’s program priorities, goals and objectives for community development programs and sets the framework for subsequent one year action plans that describe specific activities that will be funded through the County’s grant program.

It is strongly encouraged that prospective applicants review the most recent Five-Year Consolidated Plan and Annual Action Plan in order to recognize if your proposed project fits the identified community priorities for the coming year. The Plans can be found at www.colliercountyhousing.com or www.colliercountyfl.gov.

Identified Priorities

Project goals are identified below from the current needs assessment.

GOAL	GOAL NAME
1.	Housing Affordability
2.	Homelessness & Homelessness Prevention
3.	Public Facilities
4.	Public Infrastructure Improvements
5.	Public Services
6.	Affirmatively Furthering Fair Housing Choice
7.	Program Administration and Planning

Program Highlights

CDBG Program Highlights

The primary objective of CDBG is the development of viable communities. These viable communities are achieved by providing the following projects that principally support persons of low- and moderate-incomes for decent housing, a suitable living environment and expanded economic opportunities. These projects allow a wide range of eligible activities. Some examples are:

- **Housing** - homeownership assistance, rehabilitation; Other Real Property Activities - land/building acquisition, disposition, demolition, clearance, rehabilitation of publicly- or privately owned commercial or industrial buildings code enforcement, historic preservation, renovations of closed buildings, interim assistance to arrest severe deterioration or alleviate emergency conditions, privately owned utilities;
- **Public Facilities and Infrastructure Improvements** – streets, parks, sidewalks, water and sewer lines, community/neighborhood facilities, facilities for persons with special needs (i.e., group homes, homeless shelters, halfway houses);
- **Public Services** – job training and employment services, health care and substance abuse services, childcare, crime prevention, fair housing counseling;
- **Economic Development** – Microenterprise assistance, commercial rehabilitation, special economic activities and more.

For a complete list of eligible activities see 24 CFR 570.201.

There is [no match requirement for requesting CDBG funds](#). To ensure the CDBG project remains affordable, the County will place a lien on the property for 5 years following the completion of the project. Within that 5-year period, the applicant is required to submit annual reports that document the affordability of the project.

HOME Program Highlights

HOME provides a broad range of eligible activities, using HOME funds to provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers; build or rehabilitate housing for rent or ownership; including site acquisition or improvement, demolition of dilapidated housing to make way for a HOME assisted development and payment of relocation expenses; and tenant based rental assistance.

There is a [25% match](#) requirement from nonfederal sources. Match can be in the form of donated materials or labor, the value of donated property, proceeds from bond financing, in kind/volunteer time, cash and other resources.

15% of the County's allocation can be set aside for Community Housing Development Organizations (CHDO's).

The County will ensure HOME funded housing units remain affordable in the long term (20 years for new construction of rental housing; 5-15 years for construction of homeownership housing and housing rehabilitation, depending on the amount of HOME subsidy). Annual reports will be required during the affordability period.

Household eligibility varies with the nature of the funded activity. In rental housing and rental assistance – at least 90% of benefitting families must have incomes that are no more than 60% of the HUD adjusted median family income for the area. In rental projects with five or more assisted units, at least 20% of the units must be occupied by families with incomes that do not exceed 50% of the HUD adjusted median. The incomes of households receiving HUD assistance must not exceed 80% of the area median. With the exception of tenant based rental assistance, all HOME projects must complete a market study and project- based pro-forma.

ESG Program Highlights

The purpose of the ESG program is to provide support for local homelessness programs. Funds are available for 5 program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance and data collection through the Homeless Management Information System (HMIS).

- **Street Outreach** – engagement (locate, identify, and build relationships with unsheltered homeless people), case management, emergency health services, emergency mental health services, transportation, services for special populations.
- **Emergency Shelter** – essential services, case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, services for special populations, renovation, shelter operations, assistance for Uniform Relocation Assistance.
- **Homelessness Prevention** – housing relocation, stabilization services and short and/or medium-term rental assistance to prevent families/individuals from moving into an emergency shelter.
- **Rapid Re- housing Assistance** – housing relocation, stabilization services and short and/or medium-term rental assistance to move families/individuals into permanent housing and achieve stability in that housing.
- **HMIS** – purchase/lease of hardware and software, software licenses, office space, utilities, salaries, and travel. If HMIS funds are requested through ESG, applicant must comply with HUD’s standards on participation, data collection and reporting under a local HMIS.
- Sixty percent (60%) of the County’s yearly allocation may be used for street outreach and emergency shelter activities. Each building renovated with ESG funds must be maintained as a shelter for not less than a period of 3 to 10 years, depending on the type of renovation and the value of the building.

Financial assistance costs for both the Homelessness Prevention and Rapid Re-housing Assistance may be used to pay the following: rental application costs, security deposits, last month’s rent, utility deposits, utility payments, moving costs, services cost, case management, mediation, and credit repair. Under both strategies short term rental assistance is up to 3 months of rent, medium term rental assistance is more than 3 months but not more than 24 months, payment of rental arrears consists of a one-time payment for up to 6 months of rent including late fees. Eligible families/individuals must not exceed 30% of AMI.

There is a **one-to-one match requirement** for the ESG funds. Eligible match sources may be obtained from any source, including any federal source that does not prohibit match to the ESG program. Common match sources could be from state, local, private sources, along with cash and in-kind services.

CDBG National Objectives

Projects must meet and clearly define how they will achieve one of the HUD’s CDBG National Objectives listed below:

National Objective*	Description**	Federal Regulation Citation
1	Principally benefits low- and moderate-income persons or households who earn at or below 80% of the median income	24 CFR 570.208(a)
2	Aid in the prevention of elimination of slums or blight	24 CFR 570.208(b)
3	Qualifies as a certified urgent need	24 CFR 570.208(c)

**Project tracking will occur until national objectives are met even if the project is complete.*

CDBG – Types of National Objectives

The CDBG program requires that each activity funded must meet one of the three National Objectives.

National Objective #1: Benefit to low- and moderate-income (LMI) persons.

Four options below:

1. Area Benefit Activities (LMA)
 - Boundaries of the service area and income characteristics of that area are requested. An area benefit activity benefits all residents in a particular area, where at least 51% of the residents are low- to moderate-income (LMI) persons.
 - Census tract data is needed to include maps of the service area

2. Limited Clientele Activities (LMC)
 - Activities in this category provide benefits to a specific group of persons rather than everyone in an area. 51% of the beneficiaries must be low- to moderate-income (LMI) persons and cannot exceed the low- to moderate-income limit. Income documentation referencing family size and income is required to meet income eligibility requirements.

OR

 - Limited Clientele Presumed Benefit - The activity must exclusively benefit a clientele who is presumed by HUD to be principally LMI persons (rather than all residents in a particular area). Includes: abused children, elderly persons, battered spouses, homeless persons, disabled persons, illiterate adults, persons living with AIDS and migrant farm workers.

3. Housing Activities (LMH)
 - Provide permanent residential structures that will be occupied by low- to moderate-income (LMI) households. 51% or more of the units will be occupied by eligible persons.
4. Job creation and Retention Activities (LMJ)
 - Activities designed to create or retain permanent jobs, which at least 51% of which, on a full-time basis, will be made available to or held by LMI persons (For profit businesses qualify).

National Objective #2: The applicant must supply proof that the area meets the State or local government's definition of slums and blight.

- Information can be documented by providing proof that at least 25% of the properties throughout the area exhibit the following:
 - Physical deterioration of buildings/improvements;
 - Abandonment of properties;
 - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
 - Significant declines in property values or abnormally low property values relative to other areas in the community; or
 - Known or suspected environmental contamination
 - Public improvements throughout the area are in a general state of deterioration

National Objective #3: The activity provides a remedy to a serious and immediate health or welfare problem, such as a natural disaster; and there are no other funds available; and the problem is of a recent origin.

HOME-ARP Program Highlights

This grant application cycle will also include HOME-ARP funds. These funds are American Rescue Plan (ARP) funds administered through HOME to perform four activities that must primarily benefit qualifying populations who are homeless, at risk of homelessness, or in other vulnerable populations, by providing affordable housing, rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability.

Eligible activities may include:

- Acquisition, rehabilitation or construction of affordable rental housing primarily for occupancy by households of individuals or families that meet the definition of one of more of the qualifying populations.
- Tenant Based Rental Assistance (TBRA) for qualifying households.
- Supportive Services for qualifying populations such as services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act, homelessness prevention services and housing counseling services.

- Acquisition and Development of Non-Congregate Shelter (NCS) includes one or more buildings that provides private units or rooms as temporary shelter to individuals and families and does not require occupants to sign a lease or occupancy agreement for qualifying populations. This may include but is not limited to the acquisition of land and construction of NCS or acquisition and/or rehabilitation of existing structures such as motels or hotels to be used as non-congregate shelters.
- Specific program details may be found in HUD CPD Notice: CPD-21-10.
- There is [no match requirement](#) for requesting HOME-ARP funds.

Federal Funding Availability

The federal funding application anticipates the availability of CDBG, HOME and ESG funds from the U.S. Department of Housing and Urban Development. Exact funding amounts are dependent on allocations from HUD.

State Funding

Collier County receives funds from the Florida Housing Finance Corporation (FHFC), to administer the SHIP program. The SHIP program is governed by Chapter 420, Part VII, Florida Statutes and Rule Chapter 67-37 of the Florida Administrative Code.

FHFC requires the County to complete a Three-Year Local Housing Plan (LHAP). The LHAP is meant to address the housing needs of very low-, low-, and moderate-income persons and families, including those with Special needs (420.9075(5), F.S.)

SHIP Highlights

The primary objective of the SHIP program is to support persons of very low-, low-, and moderate-income income persons/families by providing housing assistance through a broad range of eligible strategies including: using SHIP funds to provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers; build or rehabilitate housing for rent or ownership; including site acquisition or improvement, demolition and replacement of manufactured homes to develop viable communities. For a complete list of eligible activities see Chapter 420, Part VII, Florida Statutes and Rule Chapter 67-37. The incomes of households receiving SHIP assistance must not exceed 120% of the HUD adjusted median. To ensure the SHIP project remains affordable, the County will place a lien on the property following the completion of the project. Annual reports will be required during the affordability period.

SHIP Program Eligibilities

SHIP is a state program and as such, does not adhere to the HUD identified National Objectives. The table shown below identifies eligible persons and the programs target population.

Eligible Income Persons*	Target Population*
Available to persons of very low-income, low-income, or moderate-income persons	Persons with special housing needs, including, but not limited to, homeless people, the elderly, migrant farm workers, and persons with disabilities

*Identified in Florida Statute 420.9075(5)(e).

Local Housing Assistance Plan (LHAP) Objectives:

- To meet the housing needs of the very low-, low-, and moderate-income households;
- To expand production of and preserve affordable housing;
- To Further the housing element of the local government comprehensive plan specific to affordable housing.

Considerations Prior to Applying

CHS wishes to provide as much information as possible. The pre-application is the first step. CHS hopes this information will help you make informed decisions as you apply for grant funds. Below is a snapshot of some of the items to consider during the planning process. **A Pre-Application step along with the traditional 1:1 Technical Assistance meeting that is required before a full application can be submitted.** Additional specific regulations or requirements will apply based on the project. Your grant coordinator will guide you through the process; this is not intended as a complete listing.

- No project can begin prior to a notice to proceed. Some may require an approved environmental review, which can take from 30 days to 6 months or more depending on level required.
- A number of policies and procedures will be required to be written, followed and submitted.
- Adherence to project schedule and spending of grant funds timely is critical – appropriate thought must go into planning the timeline for your project.
- Quarterly reports are required on the progress of project which could include beneficiary reporting.
- Organizational leadership attendance at Quarterly Partnership Meetings is mandatory.
- Segregation of grant funds or demonstrated segregation in operation of funds is required.
- Adhere to federal, state and or local procurement regulations.
- All advertisements or publications associated with grant funded projects must contain the County logo and acknowledgement of HUD and FHFC funds in the project, if applicable.
- Records and staff must be available for internal audit, HUD or State audits as needed.
- Annual reports will be required during the affordability and project use periods.

- Funded entities will be required to retain all records and documents for 3 years after the County submits its final CAPER report to HUD, per 2 CFR 200.234, unless otherwise specified.
- If the project generates program income, a program income reuse plan will be required for the life of the grant and the compliance monitoring period.
- If awarded under HOME, affordability periods will be required depending on the type of construction, new or rehabilitation, single family or rental.
- If awarded HOME or ESG, non-federal match will be required.
- If awarded under ESG, can fund only homeless services within specific income limits (30% of AMI)
- Monthly pay requests are required with auditable detailed backup appropriate for the type of project.
- If awarded funding for salaries, the organization will be required to submit substantial payroll and banking information to include signed timesheets as backup for each pay request. We do not reimburse for benefits.
- Documentation for all expenditures is required.
- Retainage from each payment request may be taken until all terms of the contract are met; and only released upon a final clean monitoring report.
- Monitoring will occur during and at closeout of your project, and possibly annually thereafter depending on the nature of the project or program and whether beneficiaries have been achieved.
- Annual monitoring will be conducted by CHS to ensure affordability, client targets of specific income limits depending on housing use, and other requirements have been and continue to be met.
- If a construction project, specific additional regulations might apply such as Davis Bacon for wage determination. The ability to use LCP Tracker software to enter certified payroll is required.

General Application Information

- Grants are one (1)-year commitments, unless otherwise specified; and projects are expected to be completed on time.
- Organizations must provide services within Collier County
- Must be for-profit organizations or non-profit organization with IRS 501(c)3 designation
- Must adhere to Resolution 2013-228 and must have an acceptable performance history with Collier County
- Will not accept applications for 3 years if the organization has one of the following:
 - Debarment, Real/apparent conflict of interest, Falsification of documents, Substantial non-compliance or non-conformance with performance under a grant.
- Must have realistic cost estimates (including a listing of the source of estimates) and timelines and demonstrated past financial stability.
- Funding for salaries and administrative costs must show how the program will be

sustained in subsequent years.

- Match is required for HOME (25%) and ESG (100%). There is no match requirement for CDBG, SHIP, HOME ARP.
- The project must have sufficient funds to complete the project. CHS may not fund applicants who lack fiscal capacity or lack separation of duties.
- Applicant must be able to document how the project/service will complement and not duplicate or supplant planned or existing projects/services.
- Proposed project will not require displacement of individuals or produce adverse effects to the community/environment.
- Applicant can document administrative capacity and experience to plan/implement project/service including the financial capacity to continue operations until pay requests are processed by the Clerk of Court. CHS may not fund applicants with an administrative rate higher than 20%.
- Must be certified as Community Housing Development Organization (CHDO) to apply for CHDO Set-Aside and/or Operating HOME funds.
- Applicant may not stockpile funds from multiple years.

Contractual Requirements

Each grantee selected to receive funds is required to sign a grant agreement with the County. No costs incurred prior to the execution of an agreement with the County are reimbursable. Under County policies and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

1. After an application is approved for funding, a grant agreement will be prepared by the County. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries.
2. Each agency receiving funding will conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq., as amended), the Fair Housing Act (42 USC 3601-20), Age Discrimination Act of 1975 (42 USC 6107-07) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and will affirmatively further fair housing.
3. Each agency receiving funding is required to provide meaningful access to Limited English Proficient (LEP) persons and thus comply with Title VI regulations forbidding funding recipients from restricting an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program or from utilizing criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives

of the program or activity as respect to persons of a particular race, color, or national origin (24 CFR 1.4).

4. The Subrecipient hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of Federal funds for this federally assisted program. Also, the Subrecipient gives assurances and certifies with respect to the grant that:
 - a. The grant will be conducted and administered in compliance with:
 - i. 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
 - ii. Public Law 88-352 and Public Law 90-284; affirmatively furthering fair housing; Executive Order 11063, as amended by Executive Order 11259, and implementing regulations contained in 24 CFR Part 107
 - iii. Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto
 - iv. Labor standards requirements as set forth in 24 CFR 570.603, 24 CFR 92.354 and HUD regulations issued to implement such requirements
 - v. Employment and contracting opportunities as set forth in Executive order 11246, as amended, and implementing regulations issued in 41 CFR, Chapter 60
 - vi. Lead-based paint requirements as set forth in 24 CFR 570.608, 24 CFR 92.355 and HUD regulations issued to implement such requirements
 - vii. Use of debarred, suspended, or ineligible contractors or subrecipients as set forth in 24 CFR 570.609, 24 CFR 92, 2 CFR 2424 and HUD regulations issued to implement such requirements
 - viii. Conflict of interest requirements as set forth in 2 CFR 200.112 and 200.318, 24 CFR 570.611, 24 CFR 92.356 and HUD regulations issued to implement such requirements
 - b. No member, officer or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his / her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this certification.
 - c. Subrecipient will give authorized representatives of the County, the Division of Legislative Post Audit, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office HUD, the Comptroller General, or

any authorized representatives, access to, and the right to examine all records, books, papers, or documents related to the grant, in accordance with 2 CFR 200.337.

- d. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

Mandatory Pre-Application and Technical Assistance meetings

A Mandatory Pre-Application is required prior to the 1:1 Technical Assistance Meeting

- A Pre-Application must be submitted to CHS through the Neighborly portal for review and discussion during the mandatory Pre-Application 1:1 meeting.
- Applications will not be accepted without a pre-application and pre-application meeting.

Please contact Community and Human Services to schedule a pre-application meeting at 239-252-1428.

PRE-Application Guide

PRE-APPLICATION OVERVIEW

Over the years, Community and Human Services has sought to provide applicants with professional insight and quality access to the County's grant application process. In an effort to continue to provide the highest quality service a Pre-Application step was created during the annual grant application process. The purpose of this Pre-Application step is to provide staff with high level information regarding potential applications prior to the Mandatory 1:1 Technical Assistance meetings. This information will allow staff to ask relevant questions and provide constructive input prior to the development of full applications.

Needs Assessment Determined County Goals

GOAL PRIORITY	GOAL NAME
1	Housing Affordability
2	Homelessness & Homelessness Prevention
3	Public Facilities Improvements
4	Public Infrastructure Improvements
5	Public Services
6	Affirmatively Furthering Fair Housing Choice

PRE-APPLICATION SUBMITTAL DEADLINE

January 17, 2025 by 12:00 noon

Questions or More Information

Collier County Community and Human Services
Tracey Smith, Grants Coordinator II
3339 Tamiami Trail East, Suite 213, Naples, FL 34112
(239)252-1428
Tracey.Smith@colliercountyfl.gov

MANDATORY PRE-APPLICATION REQUIREMENTS



A MANDATORY PRE-APPLICATION electronic submission AND a 1:1 Technical Assistance meeting are required prior to full application submission.

- A pre-application is required prior to the mandatory 1:1 meeting for staff review and discussion during the pre-application phase.
- Full applications will not be accepted without a pre-application and 1:1 pre-application meeting.
- Please contact Community and Human Services at 239.252.1428 to schedule a pre-application meeting January 27-31, 2025.



PRE-APPLICATION PREPARATION GUIDE

Pre-application – Please provide clear and complete answers

This section consists of ten (10) multi-faceted questions.

Please be as clear as possible when completing narratives remembering reviewers may not be familiar with your agency or the activities for which you are seeking funding.

There are several drop down menus with answer choices. Please select the best response for your envisioned project.

To see county priorities in more detail please refer to the 2021-2025 Consolidated Plan located on the colliercountyhousing.com website. If the Housing Affordability priority is selected, you will have an additional drop down in which to make a selection.

Please note under funding sources if your project falls under the Low Moderate Area (LMA) National Objective, a LMA map and narrative will be required. Under CDBG, all clients must be income qualified, therefore you will be required to describe, in detail, how your organization will verify income eligibility for ALL recipients of applicable services. This support documentation will be review when monitored by Grants Compliance.

Amount of Request – Please provide intended request from Collier County AND total project cost. Request may or may not be the full cost of the project. Please consider your response to this question carefully and respond thoroughly if appropriate.

Please note, if you are seeking construction financing you will be required to provide an Independent Cost Estimate for the project. If you are not seeking construction financing, please enter Not Applicable.

Please submit the Pre-Application by the Public Noticed Deadline for consideration. An applicant may not submit a full application without a pre-application AND a 1:1 Technical Assistance meeting scheduled.

Collier County

Community & Human Services (CHS)

FULL Application Guide

FULL Application Guide for Federal Funds CDBG/HOME/ESG/HOME-ARP and
State Funds SHIP Grants

2025 Program Year

Application Submission Information

Any incomplete application, not in the required format, not complete, or that does not follow the specifications outlined in the application will automatically be disqualified. Applications submitted after the due date will not be accepted. Missing the deadline will automatically result in elimination of eligibility to apply.

- Application **MUST** be submitted through the county's online application system.
- Any original signatures required should be in [blue ink](#).
- Once application submitted no amendments are allowed unless requested by the County.
- Required 10-minute presentation of the application to the Review and Ranking Committee.
- The following information **MUST** be included in your grant application to be considered.
 - Applicant information
 - Agency organization information
 - Project summary information
 - National Objectives
 - Indicator activity code (HUD Matrix Codes)
 - Impact on Collier County's priority needs
 - Project description and goals
 - Project implementation plan and readiness to implement
 - Experience and capacity
 - Financial management and budget
 - Budget summary and itemization sheet-operating and services
 - Budget summary and itemization sheet-construction and/or rehabilitation
 - Budget summary and itemization sheet – land acquisition and/or property management
 - Estimated program income
 - Leveraged or match funds
 - Environmental issues

Additional exhibits are also required to be submitted with the application.

BELOW ARE REQUIRED APPLICATION COMPONENTS. COLLIER COUNTY RESERVES THE RIGHT TO REJECT AN APPLICATION THAT IS DEEMED TO HAVE SUBSTANTIALLY FAILED TO SATISFY THESE REQUIREMENTS. LACK OF SUBMISSION OF SEVERAL ELEMENTS WILL RESULT IN APPLICATION REJECTION.

- 501 (c) (3) IRS Tax Exemption Letter, if applicable
- Articles of Incorporation
- By-Laws
- Organizational Chart
- List of Board of Directors
- SAM.Gov registration
- E-Verify registration
- Resumes, Pay Scales with Job Descriptions
- State of Florida Certificate of Good Standing

- Board Resolution authorizing submittal of grant application
- Preceding 2-year audits including management letter and findings
- Acknowledgement Letter
- Affidavit of Compliance with Federal, State, Local Regulations
- Certification of CDBG/HOME/ESG Funded Construction/Rehabilitation Projects
- Acknowledgement of Religious Organization Requirements (attached)
- Certification Regarding Debarment, Suspension, Ineligibility Voluntary Exclusion
- Procurement Policy
- Match documentation
- Internal Revenue Service Form 990 – first 12 pages of the last 2 years
- As applicable depending on funding request:
 - Verification of site plan/plat approval
 - Verification of zoning
 - Location map/photo of site
 - Floor plans
 - Relocation plan
 - Market Study
 - Project Pro-forma

APPLICANTS FROM DIVISIONS OR DEPARTMENTS WITHIN THE COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS' COUNTY MANAGER'S AGENCY MAY UPLOAD PLACEHOLDER PAGES IN PLACE OF AGENCY-WIDE REQUIRED DOCUMENTS.

APPLICATION REVIEW

Once submitted, CHS will evaluate applications in a four-phase process. In the initial phase, staff will review the application for:

- Conformance to the submission requirements
- Compliance with CDBG/HOME/ESG/SHIP/HOME-ARP Regulations
- Project risk analysis
- Financial risk analysis
- Capacity and experience
- Project feasibility
- Adherence to Consolidated Plan priorities
- Past performance evaluation

Documentation for these items will be supplied to the Review and Ranking Committee (RRC).

The second phase of the process requires organizations meeting the minimum criteria outlined in Phase 1 above of the evaluation process will be invited to provide a 10-minute presentation to the RRC of their proposal. These organizations will also undergo a second level financial review.

The third phase involves an evaluation, scoring and recommendation by the RRC. During this phase, and at its discretion, County staff, with the participation of the RRC, may request additional information in the form of Cure Questions in order to provide the applicant the opportunity to clarify their application.

If recommended for funding, the fourth phase is receipt of a Conditional Approval letter, development of a Scope of Services for the HUD Annual Action Plan and receiving approval by both Board of County Commissioners and HUD on the slate of projects.

Evaluation Criteria

Proposals for the upcoming Fiscal Year for CDBG/HOME/ESG/SHIP/HOME-ARP programs, if funding is available, will be evaluated, scored and ranked based on the following criteria and point system.

CRITERIA	MAXIMUM POINTS
1. Impact on Collier County Priorities	33
2. Implementation Plan	15
3. Experience and Organizational Capacity	20
4. Financial Management/Budget	25
5. Income Targeting	25
6. Project Description and Goals	20
7. Timeliness – Project Completion	20
8. Performance Measure	5
TOTAL	163

CRITERIA DESCRIPTION

- Impact on Collier County Priorities (Maximum of 33 points combined in sections a, b & c):**
The County has identified several priorities in the 2021 -2025 Consolidated Plan, HUD Annual Action Plan, HOME-ARP Allocation Plan and the 3-year SHIP Local Housing Assistance Plan (LHAP).

In addition to Income Targeting, additional priorities include the following:

- Special Needs, Seniors & Veterans Set-Asides or project will benefit qualifying populations like homeless, at risk of homelessness, fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking and other populations where supportive services would prevent the family’s homelessness or would serve those with the greatest risk of housing instability – **Required Minimum 10% per development – (Maximum 5 Points)**

Percent of Development	Points
11%-20%	2
21%-30%	3
100% of all units – only allowed in small dev <10 units	5

For additional information on special needs, seniors and veterans’ definitions, reference Chapter 420.0004 of the 2024 Florida Statutes that pertain to the State Housing Initiatives Partnership Program. This Statute provides relevant State definitions to assist.

The 2024 Florida Statutes define:

- *“Disabling condition”* means a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, or the co-occurrence of two or more of these conditions, and a determination that the condition is expected to be of long continued and indefinite duration; and not expected to impair the ability of the person with special needs to live independently with appropriate support.
- *“Elderly”* describes persons 62 years of age or older.
- *“Person with special needs”* means 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 under s.409.1451(5); a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance(SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits.

b) Affordability Period – (Maximum 10 Points)

Collier County will award more points to entities requesting resources who commit to longer affordability periods or place housing in a Community Land Trust. All developments receiving Housing Trust Fund (HTF) resources will have a land use restriction agreement (LURA) recorded on the property.

Affordability Period	Points
20 Years or less	0
21-30 Years	2
31-50 Years	5
51 or more Years	8
Community Land Trust	10

c) Additional Community Priorities – (Maximum 18 Points)

PRIORITY	POINTS
Mixed Income Development (at least 10% of units in 3 or more income categories from 1.a above)	3
More than one (1) Special population (see 1.a)	2

Mixed Use Commercial/Residential Development or Located in an activity Center	2
Located adjacent to or within ½ mile of CAT bus stop	2
Mixed Occupancy Development (Rental & Ownership)	3
Rental Only	1
Homeownership only	1
Infill development (10 acres or less)	2
Collaborative Partnership	2

2. Implementation and Readiness to Implement: (Maximum 15 Points)

This category will be evaluated based on the applicant’s ability to commence the project and expend funds in a timely manner.

	Category	If Yes, score 3 pts	If No, score 0 pts
1.	Location/site identified?		
1.a.	Address: _____	N/A	N/A
2.	Site Control?		
3.a.	Current Zoning: _____	N/A	N/A
3.b.	Zoning Approvals Needed?		
4.	Identified staff, board members, partners responsible for implementation?	N/A	N/A
5.	Work plan/timeline demonstrates understanding of the obstacles that may be encountered in developing and implementing the project (zoning, permitting, financing, etc)?	N/A	N/A
6.	Has identified other available financial resources needed to implement proposed activity?		
7.	Readiness to begin construction: (Below, choose between 7a, 7b, or 7c to score)	Answer Below	
7.a.	<120 business days (Score of 3 points)		
7.b.	<180 business days (Score of 2 points)		
7.c.	>180 business days (Score of 1 point)		

3. Experience and Organizational Capacity: (Maximum Points: 20)

This category will be evaluated based on the experience of the applicant/development team, and experience in undertaking projects of similar complexity as the one for which funds are being requested.

(Maximum 9 Points)

Housing Development, Construction or Management Experience	Points
1 to 2 Years	0
3 to 5 Years	3
5 to 10 Years	6
11 or more Years	9

Name of Development	Location (City & State)	Programs That Provided Financing (Housing Tax Credits, SAIL, SHIP, HOME, Tax-Exempt Bonds, Federal Home Loan Bank, etc)	Total Number of Units	Year Completed

(Maximum 9 Points)

Total number of housing units developed	Points
0 to 3 units	0
4 to 20 units	3
21 to 100 units	6
101 + housing units	9

Prior Collier County Experience with Federal or State Grants: Yes _____ No _____ **(Max 2 Points)**

4. Financial Management/Budget: (Maximum 25 Points)

This category will be evaluated by the applicant’s ability to demonstrate their plan to sustain the project; utilize funds and manage them appropriately and leverage multiple sources of funds. The pro-forma or financial schedules must be consistent with industry standards, including but not limited to: fees, cost per unit, month rents, expenses, projected revenue, operation costs and depreciation allowances. **(15 Points)**

A pro-forma should be uploaded in the documents section if appropriate.

Demonstrate through financial statements, audits, or other documents, that the entity has the financial ability to fund the project until reimbursement is received from Collier County.

[Suggested information format to be included in Narrative]

Identified Funding Source (State/FHFA, Lender, etc)	Amount of Funding Requested	Timeline for Decision	Funding Committed to Date

To stretch local contributions, points will be awarded for the amount of Leverage that the applicant is proposing. It is understood that all funding sources will not be formally committed at the same time. **Identify potential funding sources and the amount of funding requested at the time of application.** Documentation will be requested later to document the leverage provided to the housing development/activity.

(Maximum 10 Points)

Total Project Development Costs	Total Funding Committed	Number Dwelling Units	Leverage 1 to 1 or higher (10 Points)	Leverage .75 to 1 (8 Points)	Leverage .50 to 1 (5 Points)	Leverage .25 to 1 (2 Points)

The category will be evaluated by the applicant’s ability to demonstrate their plans to sustain the project; utilize funds and manage them appropriately and leverage sources of funds.

- **For HOME projects ONLY:** Demonstrate the extent to which the applicant(s) has assessed the project’s financially viable and meets the County’s subsidy layering/underwriting guidelines.
 - Pro-forma or financial schedules are consistent with industry standards, including but not limited to: fees, cost per unit, month rents, expenses, projected revenue, operation costs and depreciation allowances.
 - Entities interested in rental projects should submit a market study demonstrating the need for the proposed project. HUD uses market studies and other analyses to determine the economic viability of a potential housing project. Collier County will take the submission of a market study into consideration when scoring.

5. Income Targeting: (Maximum 25 Points)

Income targeting ensure federal housing funds reach extremely low income (ELI) households for the projected need for affordable rental units and homeownership by

income. The current need is affordable rental housing for Extremely Low, to Low Income households, or those earning less than 80% of Area Median Income (AMI). Therefore, greater points are awarded to developments proposing to address this need.

Income Categories	% of Units Provided in Development	Weight	Credits per Category (% x weight=credits)	Total Points Awarded (Max 25 Points)
ELI (<30%)	0	5	0	
VLI (<50%)	0	4	0	
LI (<80%)	0	3	0	
Mod (<120%)	0	2	0	
Gap (<140%)	0	1	0	
Market Unrestricted	0	0	0	
TOTAL PERCENT	0	TOTAL CREDITS	0	0

*Use Mixed Income Scoring Calculator spreadsheet to determine

6. Project Description and Goals: (Maximum 20 Points)

Criterion	Goal	Goal	Scoring Scale	Total Points Awarded (max of 20 points)
Numbers Served (max of 8 pts)	Serve at least (insert goal) individuals	0 – 50 served	0 to 4 points	
		51 – 75 served	5 to 6 points	
		76 or greater served	7 to 8 points	
Cost (max of 8 pts)	To minimize cost per person	High cost per person	0 to 4 points	
		Moderate cost Per person	5 to 6 points	
		Low cost per person	7 to 8 points	
Sustainability (max of 4 pts)	To ensure the activity can be sustained over time	Low sustainability	0 to 1 point	
		Moderate sustainability	2 to 3 points	
		High sustainability	4 points	

Below is the scoring metrics for the Project Description and Goals table above:

Numbers Served (Scale: 1-10 Points)
Score of 10 points: High Impact, serves the maximum feasible number of people in the target demographic
Score of 7 to 9 points: Serves a significant portion of the target demographic

Score of 4 to 6 points: Moderate reach; serves some portion but with limited scalability
Score of 1 to 3 points: Minimal reach; serves only a small segment of the population
Cost (Scale: 1-10 Points)
Score of 10 points: Highly cost effective; minimal cost per person served
Score of 7 to 9 points: Cost is reasonable and aligns with the budget constraints
Score of 4 to 6 points: Higher than desirable cost per person served, but manageable
Score of 1 to 3 points: Prohibitively expensive, significantly exceeding budget expectations
Sustainability (Scale: 1-10 Points)
Score of 10 points: Long term sustainability with minimal environmental or operational concerns
Score of 7 to 9 points: Sustainable with some dependency on external factors
Score of 4 to 6 points: Moderate sustainability; potential issues in maintaining activity
Score of 1 to 3 points: Unsustainable; severe environmental, operational, or financial challenges

The category will be evaluated in terms of the goals, objectives and activities (GOA) planned to complete the project, the numbers served versus the cost and the sustainability of the activity.

- Project GOA respond to identified problems, needs, and community demand as determined by the applicant
- Project GOA should be concise, achievable, measurable, time-limited, and clearly stated
- Project GOA evidence the project’s value and facilitate the applicant’s organizational goals and objectives

7. Timeliness – Project completion: (Maximum 20 Points)

The category will be evaluated based on the applicant’s ability to complete the project on time and on/under budget. If previously awarded, staff will identify the number of time extensions requested to complete previous projects.

- Does the timeline indicate project will be completed in one year?
- Does the applicant identify staff responsible to implement project/program? If no existing staff is identified, does applicant discuss how/when person will be hired?
- Does the applicant have site control of land for development?
- For Public Service projects, has applicant identified a permanent location, provided a copy of leased space. Does the lease extend during the period of service?

Scoring Metrics follows

Criterion	Goal	Goal Details	Scoring Scale	Total Points Awarded (max of 20 Points total)
Timeline (max of 5 pts)	Project Completed in one year	Timeline clearly shows project will be completed within one year	If no, 0 points	
			Partial/uncertain; 1-3 points	
			Yes, clear evidence; 4-5 points	
Staffing Plan (max of 5 pts)	Responsible staff identified or hiring plan provided	Applicant identified staff or provides a clear hiring plan (how/when a person will be hired)	If no, 0 points	
			Partial; 1-3 points	
			Yes, clear evidence; 4-5 points	
Site Control (max of 5 pts)	Land/site control for development	Applicant has clear site control for the project	If no, 0 points	
			Partial; 1-3 points	
			Yes, clear evidence; 4-5points	
Permanent Location for Public Service Projects (max of 5 pts)	Permanent Location	Applicant identifies a permanent location and provides a valid lease during the service perios	If no, 0 points	
			Partial; 1-3 pts	
			Yes, clear evidence; 4-5 points	

8. Performance Measures: (Maximum 5 Points)

The category will be evaluated on the applicant’s ability to collect data to measure the outcomes of the activities and the project as a whole.

- Provides a clear evaluation plan with performance measurements
- Demonstrates long term support of project
- Demonstrates how outcome measures will meet national or program objectives
- Evaluation plan demonstrates “value-added” or “community value” to Collier County

Criterion	Goal	Scoring Scale	Total Points Awarded (max of 5 Points total)
Clear Evaluation Plan with Performance	Applicant provides a clear and detailed evaluation plan with	If no, 0 points	
		Partial/unclear;	

Measurements (max of 1 pt)	measurable outcomes	.5 points	
		Yes, fully detailed; 1 point	
Long-Term Support of Project (max of 1 pt)	Applicant demonstrates commitment and resources for long-term support of the project	If no, 0 points	
		Limited evidence; .5 points	
		Yes, clear evidence of long-term support; 1 point	
Outcome Measures Aligned with National/Program Objectives (max of 1 pt)	Outcome measures align with and support national or program objectives	If no, 0 points	
		Limited alignment; .5 points	
		Yes, strong alignment; 1 point	
Community Value to Collier County (max of 2 pts)	Evaluation plan demonstrates value-added or significant community impact in Collier County	If no, 0 points	
		Partial/unclear impact; 1 point	
		Yes, significant community impact; 2 points	

General Requirements

1. Application is not an offer – This application does not constitute an offer by the County. No binding contract, obligation to negotiate or any other obligation shall be created or assumed on the part of the County unless the County and the applicant execute a contract. No recommendations or conclusions from the RFA process shall constitute a right (property or otherwise) under the Constitution of the United States, case law or statutory laws of the State of Florida.
2. Right to Terminate – The Applicant’s participation in this process may result in the County selecting the applicant to engage in further discussions. The commencement of such discussions does not signify a commitment by the County to execute a contract or continue discussions. The County may terminate discussions at any time for any reason.
3. Prohibited Discrimination – The County is committed to promoting equal opportunities for all and to eliminate discrimination in all forms. For purposes of this proposal, prohibited discrimination means discrimination in the solicitation, selection or treatment of any subcontractor, vendor or supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination.

Without limiting the foregoing, prohibited discrimination also includes retaliating against any person, business or entity for reporting any incident of prohibited discrimination. It is understood and agreed that not only is prohibited discrimination improper for legal and moral reasons, prohibited discrimination is also an anti-competitive practice that tends to increase the cost of goods to the County and others. As a condition to entering into any contract the applicant will represent, warrant and agree that it does not and will not engage or condone prohibited discrimination. Without limiting any rights, the County may have at law under any other contractual provision, it is understood and agreed that a violation of this provision constitutes grounds for the County to avoid or terminate any contract.

4. Statutory Requirement – Any contract awarded as a result of an application submitted under this RFA shall be in full conformance with all statutory requirements of the State of Florida and all requirements of the Federal Government to the fullest extent possible.
5. Reservation and Right to Change Schedule - The County shall determine the timing and sequence of events resulting from this RFA. The County reserves the right to delay the closing date and time from any phase if County staff believes an extension is in the best interest of the County.
6. Reservation and Right to Amend RFA -- The County reserves the right to amend the RFA at any time during the process, if in doing so is in the best interest of the County. Any addenda will be posted to the Collier County webpage.
7. Additional Evidence of Ability -- Applicant's shall be prepared to present additional evidence of experience, qualifications, abilities, facilities, and financial standing. The County reserves the right to request additional information at any time during the application evaluation or contract period for the RFA.
8. No Collusion or Conflict of Interest -- By responding to this RFA, the applicant(s) shall be deemed to have represented and warranted that the application is not made in connection with any competing applicant submitting separate response to this RFA, and is in all respects fair and without collusion or fraud. See Resolution 2013-228 attached to the application. Applicant must execute the attestations outlined in the application in order to submit an application.
9. Proposal Terms – The signed application is considered a firm offer on the part of the applicant. The County reserves the right to negotiate price and services. All application responses (including statements, claims, declarations prices and specifications in the application are considered firm and irrevocable for purposes of future contract negotiations unless specifically waived in writing by the County. The applicant(s) chosen for award should be prepared to have its application and any relevant correspondence incorporated into the Contract, either in part or in its entirety at the County's election. Any false or misleading

statements found in the application or contract exceptions not included in the proposal may be grounds for disqualification.

10. Contracting -- The applicant awarded a contract shall be the prime applicant/ developer/contractor/subrecipient/CHDO and shall be solely responsible for contractual performance. The applicant shall not assign the contract and shall not render any interest in the contract without prior written consent of the County.
11. Equal Opportunity – The County has an equal opportunity purchasing policy. The County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County provides equal opportunity for all businesses and does not discriminate against any applicant regardless of race, color, religion, age, sex and national origin or disability.
12. No Bribery – In submitting a response to this RFA, each applicant certifies that neither it nor any of its affiliated or subcontractors, nor any employees of any of the foregoing has bribed or attempted to bribe, an officer or employee of the County in connection with the contract.
13. Exceptions to RFA – Other than the exceptions stated in compliance with this Section, each applicant shall be deemed to agree to comply with all terms, conditions, specifications and requirements of this RFA. An exception is defined as the applicant’s inability or unwillingness to meet a term, condition, specification or requirement in the manner specified in the RFA including the sample contract language. All exceptions must be identified and explained in writing in the application and must specifically reference the relevant section(s) of the RFA. If the applicant provides an alternate solution to this requirement, the benefits of this solution and impact if any on the solution shall be described in detail. No exceptions will be accepted on any of the federal requirements detailed within this RFA.
14. Fair Trade – By submission of this proposal, the applicant certifies that in connection with this procurement:
 - The prices have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with anyone;
 - Unless otherwise required by law, the process quoted in this application have not been knowingly disclosed by the applicant and will not knowingly be disclosed by the applicant prior to submission;
 - No attempt has been made or will be made by the applicant to induce any other person or firm to submit or not submit an application for the purpose of restricting competition.

15. Clarification -- Any applicant believing there is any ambiguity, inconsistency or error in this RFA shall promptly notify the County in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim for ambiguity, inconsistency or error.
16. Applicant's Obligation – Applicant's or their authorized representatives are expected to fully inform themselves of all conditions, requirements and specifications of this RFA prior to submission response. Failure to do so will be at the applicant's own risk.
17. Disclaimer -- Each applicant must perform its own evaluation and due diligence verification of all information and data provided by the County. The County makes no representations or warranties regarding any information or data provided by the County.

Submittal Deadline

Pre-Applications are due no later than January 17, 2025 at NOON:

Required 1:1 Technical Assistance Meetings

Please contact Community & Human Services to schedule your mandatory T/A meeting

To Schedule T/A, Questions or More Information

Collier County Community and Human Services

Tracey Smith, Grants Coordinator II

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