



Collier County Community & Human Services

Program Year 2026 Grant Application Guide

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

Table of Contents

Overview of Application Process	3
Overview of Community and Human Services Priorities	4
Program Highlights	5
CDBG Program Highlights	5
HOME Program Highlights	5
ESG Program Highlights.....	6
CDBG National Objectives.....	7
Federal Funding Availability	9
State Funding	9
SHIP Highlights	9
SHIP Program Eligibilities	9
Local Housing Assistance Plan (LHAP) Objectives:	10
Considerations Prior to Applying	10
General Application Information	11
Contractual Requirements.....	12
Mandatory Pre-Application and Technical Assistance meetings.....	15
PRE-Application Guide	16
FULL Application Guide	19
General Requirements	23
Submittal Deadline.....	25



GRANT APPLICATION CYCLE

Welcome to Collier County's Community and Human Services' next grant application cycle. Community and Human Services (CHS) wishes to provide as much information as possible to prospective applicants 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.collier.gov/Resident-Resources/Community-and-Human-Services-Division on January 8, 2026.

- STEP 1: Mandatory - Applicants submit a 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 review and vet applications before advancing them to the Review & Ranking committee for in-person presentations
- STEP 5: Mandatory – Applicant's presentations to Review & Ranking committee
- STEP 6: Applications scored by Review & Ranking Committee
- STEP 7: Award recommendations sent to the County Manager for approval
- STEP 8: Conditional award letters are sent

Please see the following grant application timeline:

Grant Pre-Applications Open	January 8, 2026 at Noon
Grant Pre-Applications Close	January 20, 2026 at Noon
Pre-Applications are reviewed by Staff	January 21-23, 2026
1:1 Technical Assistance meetings	January 26-30, 2026
Full Grant Applications Open	February 3, 2026 at Noon
Full Grant Applications Close	February 25, 2026 at Noon
Applicant's Presentations to Review & Ranking	March 16-17, 2026
Conditional Awards are announced	Week of April 8, 2026

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, or SHIP, please email Tracey.Smith@collier.gov.

Awards are based on funding from the U.S. Department of Housing and Urban Development and Florida Housing Finance Corporation.

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.

Collier County is in the process of developing its next Consolidated Plan for program years 2026-2030. It is strongly encouraged that prospective applicants review the 2021-2025 Consolidated Plan and 2025 Annual Action Plan in order to recognize if your proposed project fits the County's priority needs and goals. Both plans can be found at www.collier.gov or www.countyhousing.com.

Identified Priorities in the 2021-2025 Consolidated Plan

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 Community Development Block Grant (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 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 Investment Partnerships Program (HOME) provides affordable housing opportunities with the following four eligible activities: Homebuyer, Rental, Homeowner Rehabilitation and Tenant Based Rental Assistance. Activities may include homebuyer assistance, development, new construction, rehabilitation, and 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 must 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 homebuyer assistance and housing rehabilitation, depending on the amount of HOME subsidy). Annual reports will be required during the affordability period.

Household eligibility is income based and varies with the nature of the funded activity. Overall, incomes of households receiving HOME assistance may 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 Emergency Solutions Grant (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 homes 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, dollar for dollar match requirement** for 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 or 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)

- A map with boundaries of the service area and income characteristics of that area are required. 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.
- Subrecipients must provide an LMA narrative, along with supporting census tract data to include maps of the service area. This demonstrates how it satisfies the national objective.

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 referring to 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).

All CDBG National Objectives require income qualification supported by appropriate documentation. Therefore, subrecipients will be required to describe, in detail, how their organization will verify income eligibility for recipients of services.

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.

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 purchase assistance, owner-occupied rehabilitation, Locally Declared Emergency Response/Emergency Housing Repair & Housing Resilience, demolition and replacement of manufactured housing, disaster assistance, new construction assistance, rental rehabilitation, rental acquisition, rental development, Community Land Trust acquisition and development 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.

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 to prospective applicants as possible so informed decisions can be made when applying for grant funds. 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 is required before an organization is approved to complete a full application. Additional specific regulations or requirements will apply based on the project or funding source. Once you are awarded, 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 from CHS. Some projects 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. All policies and procedures will be reviewed by CHS for compliance and are required within 60 days of agreement execution.
- Adherence to a project schedule and spending of grant funds timely is critical – appropriate thought must go into planning the timeline for your project. A project schedule will be required to be submitted to CHS.
- Quarterly reports are required on the progress of each project which could include beneficiary and outcome reporting.
- Organizational leadership attendance at Quarterly Partnership Meetings is mandatory and may require in person attendance.
- 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 or FHFC funds in the project, when applicable.
- Records and staff must be available for internal audit from the County or the Clerk of Courts, 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 200.334, unless otherwise specified.
- The record retention rules for the Florida Housing Finance Corporation (FHFC) SHIP program requires keeping files for at least five years after a loan is released or satisfied.

- 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)
- If awarded HOME funds, services must be to those at 60% AMI.
- Organizations will comply with verification of immigration status of beneficiaries in accordance with HUD requirements, including the use of the Systematic Alien Verification Entitlements (SAVE) program when applicable
- Pay requests are required with detailed auditable backup appropriate for the type of project. Pay request submission schedules can be found in the subrecipient agreement.
- If awarded funding for salaries, the organization will be required to submit substantial payroll and banking information to include signed timesheets, noting hours charged to the grant, 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, income certifications and other requirements have been and continue to be met.
- If a construction project, specific additional regulations might apply such as Section 3, BABA, Energy Efficiency and Davis Bacon for wage determination. The ability to use LCP Tracker software to enter certified payroll is required.
- For construction projects, documentation such as site plans, designs, specifications, maps, project schedules and bid documents will be 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 and include a copy of their Business Tax Receipt in their application.
- Must be for-profit organizations or non-profit organizations 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 and SHIP.
- The project must have sufficient funds to complete the project. CHS may not fund applicants who lack fiscal capacity or lack separation of duties.
- Applicants must be able to document how the project/service will complement and not duplicate or supplant planned or existing projects/services.
- Proposed projects will not require displacement of individuals or produce adverse effects to the community/environment.
- Applicants must 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.
- Applicants 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 and Notice to Proceed from the County are reimbursable. Under County policies and Federal laws and regulations, certain requirements must be met 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; affirmatively furthering fair housing; Executive Order 11063, as amended by Executive Order 11259, and implementing regulations contained in 24 CFR Part 107 and Fair Housing Act Sect. 808 e(5) and USC 3608 e(5) and 24 CFR 5.150
 - 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 14173, 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.

APPLICATION PROCESS AND DUE DATES

STEP 1: Mandatory Pre-Application

STEP 2: Technical Assistance (TA)

meetings

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

Applications will not be accepted without a pre-application and pre-application TA meeting.

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: 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 20, 2026 by 12:00 noon

ALL PRE-APPLICATIONS ARE SUBMITTED VIA NEIGHORLY.

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@collier.gov

MANDATORY PRE- APPLICATION REQUIREMENTS

...

A MANDATORY PRE-APPLICATION submission AND a 1:1 Technical Assistance meeting are both required prior to a 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 TA meeting. Applicants are invited to complete a full application.
- Please contact Community and Human Services at 239.252.1428 to schedule a pre-application TA meeting January 26-30, 2026.

PRE-APPLICATION PREPARATION GUIDE

Pre-applications are submitted via Neighborly software – 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 at <https://www.collier.gov/Resident-Resources/Community-and-Human-Services-Division/Housing-Programs/Grants>. Be sure to answer all application questions as all information is taken into consideration.

Please note under funding sources if your project falls under the Low Moderate Area (LMA) National Objective, a LMA narrative and map will be required. The narrative is a detailed description of the activity to include a map of the service area boundaries which justifies that at least 51% of the service area are LMI persons. 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 reviewed by the Grants Coordinator and monitored by Grants Compliance staff.

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

Please note, if you are seeking construction financing you will be required to provide an Independent Cost Estimate for the project. This documents that the applicant has a firm grasp of the true cost of the project. Please include other secured funding in the application. 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.

Collier County

Community & Human Services (CHS)

FULL Application Guide

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

Program Year 2026

Application Submission Information

Any incomplete application, not in the required format, missing required information, or 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, via Neighborly software.
- Any original signatures required should be in [blue ink](#).
- Once application is submitted no amendments are allowed unless requested by the County.
- Required 10-minute in-person presentation of the application to the Review and Ranking Committee. Applications are scored by the Review and Ranking Committee.
- The following information **MUST** be included in your grant application to be considered.
 - Applicant information
 - Agency organization information
 - National Objectives, to include systems in place to monitor program outcomes, beneficiary data and income certifications
 - Indicator activity code (HUD Matrix Codes)
 - Impact on Collier County's priority needs
 - Project description and goals
 - Project implementation plan, schedule 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
 - Cost estimates align with the budget
 - Estimated program income
 - Leveraged or match funds
 - Environmental issues
 - Requested Policies & Procedures
 - Acknowledgement of the use of the Systematic Alien Verification for Entitlements (SAVE)

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 current entity registration
- E-Verify registration
- Resumes, Pay Scales with Job Descriptions for Staff working the grant
- State of Florida Certificate of Good Standing
- Collier County Business Tax Receipt
- Board Resolution authorizing submittal of grant application
- Preceding 2-year audits including management letter and findings
- Acknowledgement Letter
- Attestations and Certifications for All Application/Compliance with Federal, State, Local Regulations
- Certification of CDBG/HOME/ESG Funded Construction/Rehabilitation Projects
- Acknowledgement of Religious Organization Requirements
- Certification Regarding Debarment, Suspension, Conflict of Interest & Ineligibility Voluntary Exclusion
- Procurement Policy
- Match and leverage documentation & support
- Internal Revenue Service Form 990 – first 12 pages of the last 2 years
- CHDO Certification, if applicable
- Whistleblower Protections Affidavit
- Affidavit Regarding Labor & Services
- Civil Rights Policies & Procedures
- As applicable depending on funding request:
 - Verification of approved site plan, plat approval
 - Verification of zoning
 - Location map/photo of site, to include area boundaries, if not countywide
 - Site Design and Specifications
 - Floor plans
 - Relocation plan
 - Market Study
 - Project Pro-forma
 - Proof of Flood insurance
 - Cost estimates

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 and required documentation

- Compliance with CDBG/HOME/ESG/SHIP Regulations
- Project risk analysis
- Financial risk analysis
- Capacity and experience
- Project feasibility
- Adherence to Consolidated Plan priorities
- Past performance evaluation
- Adequate Staffing and readiness to implement the grant

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 with 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.

General Requirements

1. An 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 Request for Applications (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 believe 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 it 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 (Jan 8 - 20, 2026)

Required 1:1 Technical Assistance (T/A) meetings (January 26-30, 2026)

Full grant application (Feb 3 – Feb 25, 2026)

To Schedule T/A, Questions or More Information

Collier County Community and Human Services

Tracey Smith, Grants Coordinator II

3339 Tamiami Trail East, Suite 211

Naples, FL 34112

(239) 252-1428

Tracey.Smith@collier.gov