



2021 Notice of Funding Availability (NOFA) for
**Affordable Housing Development
and Non-Profit Capital Improvement**

NOFA Released
Tuesday, November 16, 2021

Applications Due
Wednesday, January 5, 2022 at 5:00 pm

**Applications must be submitted by email to
Clare Molloy at CMolloy@leegov.com.**

Lee County Human and Veteran Services
2440 Thompson St., Fort Myers, FL 33901

It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time. Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.

This Document can be made available in alternative accessible formats upon request.

Lee County Human and Veteran Services (HVS)
Affordable Housing Development and Non-Profit Capital Improvement

Lee County Human and Veteran Services (HVS) is issuing a Notice of Funding Availability (NOFA) for the following funds allocated through the following U.S. Department of Housing and Urban Development (HUD) and/or other funding sources:

Funding Available

<p>Community Development Block Grant</p> <ul style="list-style-type: none"> • Acquire/rehab multi-family affordable rental housing. • Acquire/rehab single family home for sale or rent to income eligible households. • Acquisition/construction/rehabilitation to facilities for persons with special needs such as: homeless or domestic violence shelters, transitional living; nursing homes, group homes for the disabled or children in foster care. 	<p>Amount awarded to projects is based on specific need and availability.</p> <p>Minimum funding amount \$500,000.</p> <p>Maximum funding amount is \$2,178,543.</p>
<p>HOME Investment Partnership (HOME) and HOME American Rescue Plan Allocation (HOME ARP)</p> <ul style="list-style-type: none"> • Acquire/rehab multi-family affordable rental housing*. • New Construction of Affordable Rental Housing* <p>* HOME-ARP funds can only be invested in units restricted for qualifying households or low-income households as follows:</p> <ol style="list-style-type: none"> 1. Not less than 70 percent of the total number of rental units assisted with HOME-ARP funds must be restricted for occupancy by households that are qualifying households at the time of the household’s initial occupancy; and, 2. Not more than 30 percent of the total number of rental units assisted with HOME-ARP funds may be restricted to low-income households. These rental units do not have to be restricted for occupancy by qualifying households, however rental units restricted to low-income households are only permitted in projects that include HOME-ARP units for qualifying households. <p>For permanent housing development, qualifying households will be prioritized based on the Lee County CoC’s Coordinated Entry System. Housing that is developed through HOME funds must be rented to persons who are homeless, as defined in 24 CFR 91.5 (1), (2), or (3), and those who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by HUD.</p>	<p>Amount awarded to projects is based on specific need and availability.</p> <p>Minimum funding amount \$500,000.</p> <p>Maximum funding amount is \$1,800,000.</p>

If additional funding opportunities become available to HVS following the issuance of this NOFA, HVS reserves the right to select an eligible project submitted in response to this NOFA without issuing an additional NOFA(s).

PRIORITIES AND FUNDING SPECIAL CONSIDERATIONS

- Projects that increase the affordable rental housing inventory
- Projects that include on site supportive services (i.e. behavioral health, physical health, case management, job training, job placement, life skills, budget and financial counseling, etc.)
- Projects that adhere to evidence-based program models.
- Projects utilizing green building and energy efficiency features
- Projects that include broadband availability in design
- Applicants demonstrating experience working with applicable funding sources, HOME and/or CDBG
- Applicant with experience with projects of similar size, scope, same or similar funding, and level of capacity to proposed project
- Applicant who has site control or an executed contract for purchase of project site
- Applicants who are able to document that project costs have been leveraged from other sources

This NOFA contains information and required forms for potential applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully. The material in this NOFA does not represent all of the particular priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change upon the release of NOFAs/NOFAs for the various funding sources.

Questions Regarding this NOFA

Questions from the agencies must be submitted in writing to Clare Molloy at CMolloy@leegov.com and be received no later than **Wednesday, December 1, 2021**. HVS will compile all questions and answers, and provide to the agencies no later than **5:00 pm, Wednesday, December 8, 2021**.

Successful applications must meet the guidelines provided in this Notice of Funding Availability (NOFA). To submit a application for consideration, complete the submission requirements listed here within.

The organization of this RFP is as follows:

SECTION I: General Information
SECTION II: Scope of Grant Activities
SECTION III: Funding Guidelines
SECTION IV: Application Evaluation and Selection
SECTION V: Application Forms
SECTION VI: Appendices

SECTION I: General Information

Strategic Use and Alignment of Resources

Lee County is designated as an entitlement community by the U.S. Department of Housing and Urban Development (HUD). Lee County Human and Veteran Services (HVS) is responsible for ensuring that resources available to the community are strategically utilized to maximize impact and effectiveness. Therefore, HVS reserves the right to match funding opportunities available to the applications received to ensure alignment of resources with community needs and appropriate target populations. All applications received will be evaluated for their appropriateness for each funding opportunity that may be available. HVS reserves the right to award more than one (1) funding source to a selected application if necessary to maximize a project's effectiveness and overall impact.

Funding Priorities

The submitted applications will be evaluated based in part, on the extent, the project is able to demonstrate achievement of performance measures (as indicated below), and the goals and strategies outlined in the [2019-2023 Consolidated Plan](#).

Performance Measures

HVS has developed the following performance measures to ensure that funds are strategically used to produce intended outcomes:

1. Number of housing units created;
2. Number of low / moderate persons assisted;
3. Number of persons who are housed from homelessness (as defined in 24 CFR 91.5 (1), (2), or (3))

Proposed projects that include innovative and effective best practices and those that adhere to evidence based program models are encouraged. HVS is seeking 'out of the box' applications. Projects may be proposed that incorporate different component types and include additional partners (with an established, formal agreement for the proposed project) to provide a specific service as part of an overall project application.

Project Completion Timeframes

For most project types, the Proposed Project should begin within 3 months following the award of funding.

Proposed housing projects may be 'Shovel Ready' projects, where planning and engineering is complete and construction can begin within a very short time, including the ability to ensure occupancy of units within 24 months or less following an award of funding.

Critical Dates and Timeline

Tuesday, November 16, 2021		HVS Issued Notice of Funding Availability (NOFA)
Wednesday, December 1, 2021	5:00 PM	Deadline for questions regarding NOFA
Wednesday, December 8, 2021	5:00 PM	Responses to NOFA questions sent to Applicants
Wednesday, January 5, 2022	5:00 PM	SUBMISSION DEADLINE
Wednesday, January 19, 2022	1:00 PM	Evaluation and Ranking Committee Members will meet to score each project application using the published Scoring Criteria.
Friday, January 21, 2022	5:00 PM	Notice of Conditional Selection or Non-Selection to all project applicants.

Applicant Eligibility

All private non-profit agencies that have provided direct services at least 12 months prior to the date of application are eligible to apply. **Applicant must include proof of nonprofit status, and proof that they have provided services for at least 12 months with submission.**

Applicant must also meet all the following requirements

(documentation does not need to be included with submission, but will be requested at a later time):

- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response. Exceptions may be considered on an individual basis.
- Current CPA's Peer Review letter.
- Monthly Financial Statements (within last 60 days).

Any applicant on the excluded parties list (www.sam.gov/SAM/) will be considered **ineligible** for funding.

Applicants with previous experience administering projects of a similar size and scope and/or working with Community Development Block Grant (CDBG) or HOME funds will be provided additional points in the scoring process.

SECTION II: Scope of Grant Activities and Program Requirements

HVS encourages applicants to submit applications for projects, even if the project does not 'fit' perfectly into the descriptions here within. By submitting an application, the applicant is informing HVS of projects it intends or desires to develop to help meet an unmet need in the community and collaboratively work to serve Lee County residents with dignity and respect while building the capacity of the individuals, families, and agencies.

Projects acceptable under this request include:

- **New Project** - a project that does not currently exist and if funded will increase overall service and/or housing capacity in Lee County.
- **Expansion of Funding for a Current Project** – a project currently operating in the community that is being expanded. Applicants must clearly identify the need for expanded services, and demonstrate a quantifiable increase in the number **and** type of services being provided.

Funding requests that 'supplant' or to replace a project's current funding source(s) will not be accepted.

If a project includes multiple, linked activity types (components), only one application, that details the different activity types, needs to be completed. For example: Acquisition and rehabilitation of a facility to serve youth. The single project application should explain in detail all activity types and the project outcomes for the different activity types.

Community Development Block Grant (CDBG)

Priority will be given to programs that increase services/capacity for persons who are experiencing homelessness and projects that increase the number of affordable housing units in Lee County.

Eligible Activities

HVS has designated three eligible activities under this funding source:

- Acquire/rehab multi-family affordable rental housing.
- Acquire/rehab single family home for sale or rent to income eligible households.
- Acquisition/Construction/rehabilitation to facilities for persons with special needs such as: homeless or domestic violence shelters, transitional living; nursing homes, group homes for the disabled or children in foster care.

Ineligible Activities

- The maintenance and repair of public facilities and improvements is generally ineligible (e.g., filling potholes, repairing cracks in sidewalks, mowing grass at public recreational areas or replacing street light bulbs).
- Operating costs associated with public facilities or improvements.
- Acquisition of vehicles and acquisition of occupied property.
- Renovation or construction of spaces used solely for administration or storage.
- Purchase of personal property, including equipment, fixtures, motor vehicles, furnishings, or other personal property is generally ineligible.
- Business relocation resulting in a significant loss of employment in the labor market area.
- New construction of housing.

Additional information about HUD CDBG Program eligible activities and expenses can be found on the HUD Exchange at <https://www.hudexchange.info/programs/cdbg-entitlement/cdbg-entitlement-program-eligibility-requirements/>.

Project Beneficiaries

All projects funded with CDBG funds must meet a HUD defined national objective. Each project must meet a national objective as described below.

- **Low-Moderate Income Area Benefit**
 - Under the area benefit criteria, the public facility/improvement must benefit all residents of an area where at least 51 percent of the residents are LMI. The service area need not have coterminous boundaries with Census tract borders or other officially recognized boundaries, but must be primarily residential in nature.
 - If qualifying an activity under the Area Benefit criteria, records to keep include:
 - Boundaries of the service area;
 - Documentation that the area is primarily residential (e.g., zoning map); and
 - Income characteristics of households in the services area (Census/American Community Survey data).

- **Limited Clientele Benefit**
 - The regulation stipulates that the facility benefit a specific targeted group of persons, of which at least 51 percent must be low- and moderate-income. This can be achieved by meeting one of the following criteria:
 - Serving at least 51 percent LMI, as evidenced by documentation and data concerning beneficiary family size and income;
 - Having income-eligibility requirements that limit the service to persons meeting the LMI income requirement, as evidenced by the administering agency's procedures, intake/application forms and other sources of documentation;
 - Serving a group primarily presumed to be LMI such as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
 - Being of such a nature and in a location that it may be concluded that the activity's clientele are LMI.
 - *Public facilities such as homeless shelters or group homes for persons with special needs are just two of the examples of public facilities that may qualify under the Limited Clientele criteria. The populations served by these facilities are populations that are presumed to be LMI persons or families.*

- **Low-Moderate Income Housing Benefit**
 - Public facilities or improvements can also qualify under the LMI housing national objective if the facility exclusively assists in the provision of housing to be occupied by LMI income households.

Projects must meet all Federal, State, and Local requirements.

CDBG Program Regulations (24 CFR 570):

<https://files.hudexchange.info/resources/documents/24-CFR-Part%20-570-CDBGs.pdf>

Uniform Administrative Requirements (2 CFR 200):

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

CDBG Guide to National Objectives and Eligible Activities:

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities>

CDBG Income Limits:

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

The applicant must also comply with requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act, the Copeland “Anti-Kickback” Act (40 U.S.C. 276a-276a-5; 40 U.S.C. 276c)

HOME Investment Partnership (HOME) and HOME American Rescue Plan Allocation (HOME ARP)

Priority will be given to programs that increase services/capacity for persons who are experiencing homelessness and projects that increase the number of affordable housing units in Lee County.

Eligible Activities

HVS has designated two eligible activities under this funding source:

- Acquire/rehab multi-family affordable rental housing*.
- New Construction of Affordable Rental Housing*

Ineligible Activities

- The maintenance and repair of public facilities and improvements is generally ineligible (e.g., filling potholes, repairing cracks in sidewalks, mowing grass at public recreational areas or replacing street light bulbs).
- Operating costs associated with public facilities or improvements.
- Acquisition of vehicles and acquisition of occupied property.
- Renovation or construction of spaces used solely for administration or storage .
- Purchase of personal property, including equipment, fixtures, motor vehicles, furnishings, or other personal property is generally ineligible.
- Business relocation resulting in a significant loss of employment in the labor market area.

Additional information about HUD HOME ARP Program eligible activities and expenses:

HUD Exchange

<https://www.hudexchange.info/programs/home-arp/>

Lee County's HOME ARP Allocation Plan

<https://www.leegov.com/dhs/Documents/Grant%20Programs/HOME%20ARP%20Allocation%20Plan.pdf>

Community Planning and Development Notice 21-10 (CPD21-10)

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>

Project Beneficiaries

Locally Lee County has elected to allow for only persons who are homeless, as defined in 24 CFR 91.5 (1), (2), or (3), and those who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by HUD to be served through HOME-ARP funds. For HOME-ARP funded projects, qualifying populations will be prioritized based on the Lee County CoC's Coordinated Entry System. Local prioritization of qualifying populations will comply with all requirements of 24 CFR 5.105(a).

All service providers, where assistance is provided through Community Planning and Development (CPD) programs, including assistance under the: HOME Investment Partnerships program, Housing Trust Fund program, Community Development Block Grant program, Housing Opportunities for Persons With AIDS program, Emergency Solutions Grants program, Continuum of Care program, or Rural Housing Stability Assistance Program, must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.

HOME-ARP funds can only be invested in units restricted for qualifying households or low-income households as follows:

- Not less than 70 percent of the total number of rental units assisted with HOME-ARP funds must be restricted for occupancy by households that are **qualifying households** at the time of the household's initial occupancy; and,
- Not more than 30 percent of the total number of rental units assisted with HOME-ARP funds may be restricted to low-income households. These rental units do not have to be restricted for occupancy by qualifying households, however rental units restricted to low-income households are only permitted in projects that include HOME-ARP units for qualifying households.
- For permanent housing development, **qualifying households** will be prioritized based on the Lee County CoC's Coordinated Entry System. Housing that is developed through HOME funds must be rented to persons who are homeless, as defined in 24 CFR 91.5 (1), (2), or (3), and those who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, as defined by HUD.

Underwriting Requirements

Developing financially feasible rental housing for qualifying households is challenging in the absence of project-based rental assistance. Most HOME-assisted rental projects rely on tenant rents to cover all or a portion of the debt service and project operating costs. Most HOME-ARP qualifying households will be unable to pay a rent that covers allocated debt service or operating costs, requiring owners/developers to use other techniques to determine that HOME-ARP units are affordable and that projects containing HOME-ARP units are sustainable throughout the minimum compliance period.

Owners/developers are encouraged to work with local PHAs and other state or local agencies to obtain project-based rental assistance for units funded with HOME-ARP. In the absence of such project-based rental assistance, the HOME-ARP units for qualifying households may require substantial capital investment through HOME-ARP and other Federal, state, local, or private sources to eliminate debt service on the units.

ARP suspended the maximum per-unit subsidy limit for HOME-ARP units, enabling HOME-ARP funds to pay the entire cost to acquire, rehabilitate and/or construct the HOME-ARP rental units, eliminating the need for the HOME-ARP units to support debt. In mixed-income developments, revenue from market rate or higher income restricted units may also provide an internal subsidy to cover a portion of the operating costs of HOME-ARP units.

To address these challenges and maintain affordability, HUD is using its HOME-ARP statutory authority to:

- Establish alternative rent requirements to 24 CFR 92.252(b) and extend an owner's ability to charge the maximum rent permissible under a rental assistance program (to units occupied by recipients of tenant-based rental assistance (e.g., Housing Choice Vouchers, HOME TBRA, HOME-ARP TBRA).
- Establish a minimum compliance period of 15 years for all HOME-ARP rental units irrespective of the amount of subsidy per unit or whether the units are acquired, rehabilitated, and/or newly constructed.

- Permit the use of HOME-ARP funds to provide ongoing operating cost assistance or capitalize a project operating cost assistance reserve to address operating deficits of the HOME-ARP units restricted for qualifying households during the compliance period.
- Allow not more than 30 percent of the total number of rental units assisted with HOME-ARP funds to be restricted to households that are low-income as defined in 24 CFR 92.2 (“low-income households”). These units may only be located in projects containing HOME-ARP units restricted for qualifying households. The HOME-ARP rental units occupied by low-income households must operate under the regulations applicable to HOME rental units at 24 CFR 92.252 (i.e., be occupied by low-income households and bearing a rent not greater than the lesser of a. the Fair Market Rent for existing housing for comparable units in the area, as established by HUD, or b. a rent equal to 30 percent of the adjusted income of a family with annual income at 65 percent of median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit).

Projects must meet all Federal, State, and Local requirements.

HOME Program Regulations (24 CFR 92):

<https://www.ecfr.gov/current/title-24/subtitle-A/part-92?toc=1>

Uniform Administrative Requirements (2 CFR 200):

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Requirements for the Use of Funds in the HOME-American Rescue Plan Program:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>

HOME Income Limits for Cape Coral-Fort Myers MSA:

https://www.huduser.gov/portal/datasets/home-datasets/files/HOME_IncomeLmts_State_FL_2021.pdf

Requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act, the Copeland “Anti-Kickback” Act (40 U.S.C. 276a-276a-5; 40 U.S.C. 276c)

<https://www.dol.gov/agencies/whd/laws-and-regulations/laws/dbra>

Requirements of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) that is regulated by the provisions of 24 CFR 75

<https://www.hud.gov/section3>

<https://www.hacfm.org/doing-business/section-3/>

SECTION III: Funding Guidelines

Administrative Costs

Costs associated with general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews should be incorporated in overall project development costs.

Cost Reimbursement

All contracts will be on a cost reimbursement basis. Sub-recipient will be required to submit proper back-up documentation for project eligible expenses as determined by the funding source regulations and requirements. **The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment.**

Match

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match must be documented in writing. While the required amount of match differs based on funding source, all funding sources require match. Match is defined as the provision of direct eligible costs to the project from a source other than the funding source. Match can be provided through an agency's other funded projects, which may also provide services to the funded project's clients or through community partners that, are providing additional, eligible services to a funded project's clients. Match guidelines are as follows:

Funding Source	Percent of Match Required
Community Development Block Grant (CDBG)	No Match Required
HOME ARP	No Match Required
HOME	25% Match

Maximum/Minimum Funding Request

- The minimum funding request for any project is \$500,000.
- Maximum funding available for CDBG is \$2,178,543.
- Maximum funding available for HOME and HOME ARP is \$1,800,000.
- HVS reserves the right to award more or less than the amount of funds requested based on funding available.

Cost of Submitting Applications

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to HVS. HVS will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview (*if required*).

Conflict of Interest

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The applicant or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

State and Federal Administrative Requirements

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this NOFA will be required to comply with a variety of requirements governing the use of State and Federal funds. Additionally, agencies awarded funds through this NOFA will be required to provide access to their financial records to a representative of HVS to evaluate their financial management systems. HVS staff will monitor each program to ensure compliance with the terms of the funding agreement between the HVS and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

Liability insurance is required for all Grants. All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement, if awarded. **Lee County Board of County Commissioners must be named as the Certificate Holder and the additional insured.**

Handicapped Accessibility – All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

Nondiscrimination – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants. The Lee County CoC requires agencies to practice a person-centered model that incorporates participant choice and inclusion of all homeless subpopulations present in Lee County, including homeless veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI) individuals and families.

The Lee County CoC operates in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act. All service providers, where assistance is provided through Community Planning and Development (CPD) programs, including assistance under the: HOME Investment Partnerships program (24 CFR part 92), Housing Trust Fund program (24 CFR part 93), Community Development Block Grant program (24 CFR part 570), Housing Opportunities for Persons With AIDS program (24 CFR part 574), Emergency Solutions Grants program (24 CFR part 576), Continuum of Care program (24 CFR part 578), or Rural Housing Stability Assistance Program (24 CFR part 579), must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements under §576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

Section 3 - Compliance with the provisions of Section 3 and the regulations set forth in 24 CFR 75 shall be a condition of the Federal financial assistance provided under this agreement and binding upon the county, the subrecipient/provider/developer, and any of the subrecipient/provider/developer's subcontractors.

The subrecipient/provider/developer certifies and agrees that no contractual or other impediment exists that prevent compliance with these requirements. The subrecipient/provider/developer further agrees to comply with these Section 3 requirements and to include the following language in subcontracts executed under this agreement:

“The work to be performed under this contract is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S. C. 1701. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low and very low-income residents of the project area and contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low and very low-income persons residing in the metropolitan area in which the project is located.”

Davis Bacon- The subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act, the Copeland “Anti-Kickback” Act (40 U.S.C. 276a-276a-5; 40 U.S.C. 276c), and all other applicable Federal, state, and local laws and regulations pertaining to labor standards applicable to this agreement. The subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part.

The subrecipient shall cause or require to be inserted in full provisions meeting the requirements of 29 CFR 5.5. All contractors or subcontractors on contracts in excess of \$2,000 which involve the employment of mechanics or laborers shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR. Part 5). Contractors and subcontractors shall be required to submit weekly payroll certifications concerning compliance with the Davis-Bacon Act and the Contract Work Hours and Safety Standards Act.

SECTION IV: Application Evaluation and Selection

Threshold Requirements

Applications will be reviewed by HVS staff to ensure the submission does NOT contain any fatal flaws, as listed below. If HVS determines the threshold requirements are not met, the project will be rejected, and the applicant agency notified in writing. If the applicant and application are determined eligible, then the application will proceed to the Application Review, Scoring and Conditional Selection Process.

Fatal Flaws

Applications that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applications received after the stated due date and time
- Applications received from an agency not eligible to apply (is not a non-profit, local government and/or is listed on the Excluded Parties List)
- The Application is not signed by the agency official designated to execute contracts
- The Applicant has not provided direct services for at least 12 months prior to the date of application.

Application Review, Scoring and Conditional Selection Process

Applications that meet threshold criteria will be forwarded to an Evaluation and Ranking Committee for review, scoring and conditional selection. The Committee Members will meet to review and score each project application in accordance with the Project Ranking Tool (**Appendix 3**).

Committee Members who have an interest in a submitted project application will recuse themselves from scoring the project in which they have an interest. An interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.

Notice of Funding Decision

HVS staff will provide written notice regarding the funding decision to each applicant by **Friday, January 21, 2022**.

Post Award Requirements

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by the HVS (See Sample Contract Document in Appendix 2). The contract will be based upon the information submitted in the application, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Contract language is not negotiable. **The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment.** Modifications and updates to application exhibits may be required prior to contract execution. Applicants should review the attached contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits.

SECTION V: Application Forms

All forms must be complete for application to be considered for conditional award.

1. Applicant Information

Organization Name:	Authorized Organization Representative Name/Title:
Address:	Telephone:
City, State/Zip:	Organization Website:
Contact Person Name/Title:	DUNS #:
Contract Person E-mail:	Federal Employer ID #:

2. Project Information

Project Name:		
Project Address (if different from organization address):		
This is a/an: <input type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project		
Total Funding Requested for this Project: \$ _____		
Project Type (check as many as applicable below):		
<input type="checkbox"/> Public Facility Improvements <input type="checkbox"/> Acquisition <input type="checkbox"/> Acquisition/Rehabilitation <input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Housing Development <input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Other: _____ <i>Clearly describe all project components in the Project Description.</i>

Target Population (check as many as applicable below):	
<input type="checkbox"/> LGBTQI+ Individuals/Families/Youth <input type="checkbox"/> Unaccompanied Youth (ages 18-24) <input type="checkbox"/> Youth exiting foster care <input type="checkbox"/> Children under the age of 18 <input type="checkbox"/> Person Experiencing Homelessness <input type="checkbox"/> Low / Mod Clientele	<input type="checkbox"/> Victims of Domestic Violence <input type="checkbox"/> Families <input type="checkbox"/> Individuals with Severe and Persistent Mental Illness <input type="checkbox"/> Veterans <input type="checkbox"/> Other: _____

Target Service Location (*check as many as applicable below*):

- City of Cape Coral
- City of Fort Myers
- City of Bonita Springs
- City of Sanibel

- Town of Fort Myers Beach
- Unincorporated Lee County
- All of Lee County
- Other: _____

3. Certification

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: _____

Typed Name: _____

Title: _____ Date: _____

4. Project Description

Narrative response must include:

- sufficient information to understand the scope of the project, the number and type of clients to be served, the services to be provided and the cost of the proposed activities;
 - how the project will expand existing services/capacity or create new services;
 - the project's plan to make connections to mainstream benefits and community resources, when appropriate; and
 - an overall demonstration of need.
-

5. Quality of Service Questionnaire

The applicant shall provide a brief response to each question below.

1. Describe how the project aligns with community goals.

*Community goals are described in the [2019-2023 Consolidated Plan](#). **Documentation of how the agency's project meets the goal must be attached to this application.***

2. Describe how the project is innovative, based on national best practices, and designed in accordance with an existing evidence-based program.
 3. Describe the procedure for assessing participant's needs and making client referrals to other service providers. (If Applicable)
 4. Describe how the project will meet one of the HUD defined national objectives. https://www.hud.gov/sites/documents/DOC_16472.PDF
 5. Explain your agency's experience completing projects of a similar size and scope, including federal, state, and/or local government grant experience and capacity of the organization to administer the project and oversee all compliance requirements.
 6. Does your agency conduct an internal annual evaluation of services provided? If yes, please provide a copy of the most recent evaluation.
 7. Describe how the agency will continue to provide quality services in the community if overall funding was reduced or lost.
-

6. Ability to Complete Activities Outline

The applicant shall provide an outline that documents their ability to complete the funded activities in the allotted timeframe. This outline shall include:

- Timelines of critical tasks to be accomplished for each proposed activity;
- Monthly spending plans and proposed drawn down schedules; and
- Reporting schedule for outcomes achieved.

The outline is required and must be attached to the application in either Word or PDF format

7. Budget Narrative

The applicant shall provide a budget narrative to describe the overall project budget and sources of leveraged funds expected for the period of the grant. The budget narrative *must* include the following criteria:

- Identify sources of leveraged funds which are currently committed to the organization for this project (***commitment letters MUST be attached***).
- Describe and justify the proposed costs.
- Clearly identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.
- If the applicant plans to additionally provide services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.

A copy of the applicant's overall budget, including other services or programs and funding sources, general management and oversight budget, overhead/indirect rates charged to grant sources, and chart of key project staff, including a description of their duties and qualifications must be attached following the Budget Narrative.

8. Budget and Match Form

Complete each line as applicable to the proposed project.

Item Description	Total Requested
Acquisition of Real Property	
Grant funds may be used to pay up to 100 percent of the cost of acquisition of real property selected by the recipient or Sub recipient. (Budget Narrative must provide greater detail of the financing and total project costs)	\$
Rehabilitation	
Eligible rehabilitation costs include installing cost-saving energy measures and bringing a structure up to health and safety standards.. Rehabilitation on leased properties is ineligible.(Budget Narrative must provide greater detail of the financing and total project costs)	\$
New Construction	
Eligible costs include development costs such as demolition, construction, utility connections as well as soft costs associated, such as engineering, building permits, initial operating expenses and overhead costs.	\$
Other Projected Costs (Please list and describe each)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Request	\$

The proposed budget will be used in scoring projects related to funding award decisions. If selected for funding, new budgets may be requested based on the actual funding sources' budget requirements and eligible costs

Applicant Representative Signature:

Date:

9. Leveraged Funding Sources

A. Grants

List each grant award claimed by your agency that will be used to fund the project within this application.

Letters of commitment and/or contracts must be attached.

	Source of Leveraged Funding (Program income, GN, cash, exc..)	Grant Amount	Grant Award # / Reference
1		\$	
2		\$	
3		\$	
4		\$	
5		\$	
Total Leveraged Funds		\$ _____	

B. Total Funding for Project

Funding Source	Total Amount
A. Total Leveraged Funds	\$
C. Total Requested Through This Application	\$
Total Funding for Project	\$

10. Project Outcomes

Applicants must provide anticipated outcomes for each of the applicable performance measures below. Complete all that apply.

Performance Measure	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.
<input type="checkbox"/> Number of housing units created		
<input type="checkbox"/> Number of low / moderate households assisted		
<input type="checkbox"/> Number of persons experiencing homelessness who will be provided permanent housing		
<input type="checkbox"/> Number of jobs created		
<input type="checkbox"/> Other: _____		

11. Required Attachments

- a. Documentation of Other Funds - Letters of Commitment or Contracts
- b. Applicants Annual Operating Budget – Financial Statements
- c. Chart of Key Project Staff, including a description of their duties and qualifications
- d. Documentation of National Best Practices or Evidence Based Program design
- e. Proof of non-profit Status

12. Completeness Checklist

Applicants must complete chart below and attach as PAGE 1 of the submission.

Application Forms and Attachments	Page #
Project Name:	
Project Applicant:	
Total Funding Requested:	
Table of Contents (COMPLETENESS CHECKLIST)	1
1. Applicant Information	
2. Project Information	
3. Certification	
4. Project Description	
5. Quality of Service Questionnaire	
6. Ability to Complete Activities Outline	
7. Budget Narrative	
8. Budget and Match Form	
9. Other Funding	
10. Project Outcomes	
11. Required Attachments	
a. Documentation of Other Funds	
b. Applicants Annual Operating Budget	
c. Chart of Key Project Staff	
d. Documentation of Project's Alignment with Community Goals	
e. Documentation of National Best Practices or Evidence Based Program design	
g. Proof of Non-Profit Status	

SECTION VI: APPENDICES

Appendix 1 – NOFA Appeal Process

Appendix 2 – Sample Contract Document

Appendix 3 – Project Ranking Tool