



0003032025-CDBG NPCI

2025 Request for Applications (RFA) Community Development Block Grant (CDBG) Non-Profit Capital Improvement

Funds allocated through the U.S. Department of Housing and Urban Development.

**RFA Released
Monday, March 3, 2025**

**Pre-Applications Due
Monday, March 17, 2025, at 5:00 p.m.**

A Pre-Application, along with attending the Mandatory 1:1 Technical Assistance Meeting, is required before an invitation to submit a full application can be extended.

**Mandatory 1:1 Technical Assistance Meetings
Monday, ~~March 24~~ April 21, 2025 through Friday, ~~April 4~~ May 2, 2025**

**Invitations to Apply Sent to Eligible Applicants
Wednesday, ~~April 9~~ May 7 Friday, May 9, 2025 at 5:00 p.m.**

**Applications Due
Monday ~~Tuesday, May 5~~ May 27 Monday, June 9, 2025 at 5:00 p.m.**

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.

**All Pre-Applications and
Applications must be submitted by
email to Stacy Sherlock at
SSherlock@leegov.com
Lee County Human and Veteran Services
2440 Thompson St.,
Fort Myers, FL 33901**

**All applications and attachments must be submitted in PDF format.
ZIP files are not accepted.**

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

Considerations Prior to Applying

Lee County Human and Veteran Services (HVS) wishes to provide as much information to prospective applicants as possible so informed decisions can be made about applying for grant funds. **A Pre-Application along with attending the Mandatory 1:1 Technical Assistance Meeting is required before a full application can be submitted.** Below is a snapshot of some of the items to consider during the planning process. Additional specific regulations or requirements will apply based on the project. This is not intended as a complete listing.

- No project can begin prior to a Notice to Proceed. Some may require an approved environmental review, which can take from 30 days to 6 months or more depending on level required.
- Adherence to project schedule and spending of grant funds timely is critical and appropriate. Please give careful thought when planning the timeline and expenditures for your project.
- Reports are required on the progress of the project which could include beneficiary reporting.
- Compliance with federal, state, and/or local procurement regulations.
- Records and staff must be available for internal, 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 10 years after the County submits its final Consolidated Annual Performance Evaluation Report (CAPER) report to HUD grant, unless otherwise specified.
- Documentation for all expenditures is required.
- Monthly pay requests are required with auditable detailed backup appropriate for the type of project.
- Monitoring will occur during and at the close out of your project, and possibly annually thereafter depending on the nature of the project or program and whether beneficiaries have been achieved.
- Specific additional regulations might apply such as Section 3, Build America, Buy America Act (BABA), Energy Efficiency, and Davis Bacon for wage determination.

Application Steps/Process Overview



Lee County requires applicants to submit a Pre-Application for projects. Applicants are encouraged to submit Pre-Applications even if the project does not ‘fit’ perfectly into the descriptions here within. By submitting Pre-Application, the applicant is informing Lee County 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.

The application steps above are subject to change at the discretion of Lee County. It is the sole responsibility of the Applicant to frequently visit the Lee County website at <https://www.leegov.com/dhs/funding> to identify any changes made to this RFA.

Pre-Applications Due
Monday, ~~March 10, 2025~~ March 17, 2025 at 5:00 p.m.

Lee County Human & Veteran Services 2025 CDBG RFA

Lee County Human and Veteran Services (HVS) is issuing a Request for Applications (RFA) for the following funds allocated through the following U.S. Department of Housing and Urban Development (HUD) funding source:

Funding Available

Community Development Block Grant (CDBG) Non-Profit Capital Improvement Projects eligible activities include: • The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities. ○ “Public facilities” includes but is not limited to, neighborhood/community facilities and facilities for persons with special needs (e.g. homeless shelters, group homes, and halfway houses). • This RFA process is designed to focus on funding new programs and services or the expansion of existing programs and services. BONUS POINTS may be given to applications for the following four categories: • Project proposals that support an emergency shelter or other public facility for individuals who are homeless or at risk of becoming homeless. • Projects with documentation that project costs have been leveraged from other sources. • Applicants with previous experience administering projects of a similar size and scope and/or working with CDBG funds. • Applicants that can spend down funds in the first six months of the contract.	Amount awarded to projects is based on specific need and availability. <i>Minimum Funding amount: \$75,000.00</i> Multiple awards are available. Additional funding may be available if the project proposal supports an emergency shelter or public facility for individuals who are homeless or at risk of becoming homeless. Funds must be expended within 12-18 months of contract execution date. <i>(Exceptions may be provided with prior written consent from Lee County).</i>
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If additional funding opportunities become available to Lee County following the issuance of this RFA, Lee County reserves the right to select eligible project(s) submitted in response to this RFA without issuing an additional RFA(s). The material in this RFA does not represent all the priorities, program components, or funding sources currently/potentially available through local, state, or federal funders, and may change upon the release of this RFA for the various funding sources.

RFA Organization

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SECTION 1: Pre-Application Form

Pre-Application for U.S Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Non-Profit Capital Improvement (NPCI) Request for Applications (RFA).

Pre-Applications Due
Monday, March 17, 2025, at 5:00 p.m.

1. Applicant Information

Legal Name of Organization:	Authorized Organization Representative Name: Title:
Address:	Telephone:
City, State & Zip:	Organization Website:
Contact Person Name: Title:	Unique Entity ID (SAM#):
Contact Person Email:	Federal Employer ID #:

2. Is your organization a legally formed entity authorized to conduct business in the State of Florida?

- ☐ Yes
☐ No

3. Is your organization a non-profit with a 501(c)(3) status?

- ☐ Yes
☐ No

4. Has your organization provided continuous direct services for at least 12 months prior to this application's deadline?

- ☐ Yes
☐ No

5. Provide a detailed description of the project including the location of the project, the necessity for the project and the eligible activities involved.

6. Provide project target populations, the projected number of clients to be served and/or the estimated increase in services provided.

7. Does the project align with the County priorities listed in [2024-2028 Consolidated Plan](#)?

Please select all that apply:

- ☐ Homeless/Special Needs Housing and Shelter:
Projects resulting in shelter or housing specifically targeted to homeless or special needs persons or households, including but not limited to emergency shelter, transitional housing or permanent supportive housing.

- ☐ Public Facility Improvements:
Necessary improvements and expansions to facilities owned by non-profit organizations that serve low- and moderate- income clients, individuals who are homeless, or persons with special needs. Income level: Extremely Low, Low, Moderate; Non-Housing Community Development.

8. Does the project meet the HUD National Objective of benefiting low and moderate-income (LMI) persons?

- ☐ Yes
- ☐ No

9. Is the project classified as an eligible CDBG non-profit capital improvement activity under the HUD guidelines?

Please review the eligibility criteria listed in the guide available here:

https://files.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf

- ☐ Yes
- ☐ No

10. Is the project located in Unincorporated Lee County?

Please verify the project's municipality status by checking the address at <https://www.lee.gov.com/rit>

*If the **municipality** is listed as "**Unincorporated Lee County**," select 'Yes.' Otherwise, select 'No.'*

- ☐ Yes
☐ No

11. Is the project located in Incorporated Lee County but services are available to ALL Lee County residents?

- ☐ Yes
☐ No

12. Do you have evidence of ownership or other legal control of the project site such as a deed or lease? (Not applicable to acquisition-only projects.)

- ☐ Yes
☐ No
☐ N/A (Acquisition Only)

13. Amount of CDBG requested funds:

\$ _____

14. Total project cost:

\$ _____

15. Will there be leveraged funding available at the time of application for the project?

- ☐ Yes \$ _____
☐ No

16. If awarded less than the requested amount, would your agency accept partial funding for the project?

- ☐ Yes
☐ No

If yes, please provide a short explanation and specify the minimum award amount considered acceptable.

17. Will your organization be able to provide an Independent Cost Estimate at the time of application?
(This is to show you have a firm grasp of the true cost of the project for which you are seeking funding.)

- ☐ Yes
☐ No
☐ N/A (Acquisition Only)

18. Will your organization be able to provide the REQUIRED Monthly Financial Statements (within the last 60 days)?

- ☐ Yes
☐ No

19. Will your organization be able to provide a current CPA Peer Review Letter?

- ☐ Yes
☐ No

20. Will your organization be able to provide an Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response (exceptions may be approved on an individual basis).

- ☐ Yes
☐ No

21. 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: _____ Date: _____

Typed Name: _____ Title: _____

Applications must be signed by the official authorized to execute contracts on behalf of the agency (the name should match the information on the Florida Department of State website <https://dos.fl.gov/sunbiz>).

Please be advised that by completing and submitting this pre-application no grant award has been offered or implied.

SECTION II: General Information

Applicants wishing to receive funding must submit an application in accordance with the requirements listed within this RFA. Successful applications must meet the guidelines provided in this RFA. Submission of an application does not entitle the applicant to funding, even if sufficient funds remain. The County reserves the right to not commit any funding.

Applicant Eligibility

All public or private **nonprofit** agencies, authorities, or organizations that have **provided continuous direct services for a minimum of 12 months prior to the application deadline are eligible** to apply. The Applicant must be a legally formed entity [i.e., limited partnership, limited liability company, etc.] qualified to do business in the state of Florida as of the application deadline. Any applicant on the **excluded parties** list (www.sam.gov/SAM/) will be considered **ineligible** for funding.

Applicant must attach the following documentation with their application submission to meet eligibility requirements:

1. Evidence of legally formed entity qualified to do business in the state of Florida as of the application deadline.
2. Proof of 501(c)(3) nonprofit status.
3. Evidence that the organization has provided continuous direct services for at least 12 months prior to the application deadline. (Most recent Form 990 or letter of attestation from the Board Chairman on Board letterhead).
4. Evidence of ownership or other legal control of the project site such as deed or lease. (Not applicable for acquisition-only projects).
5. Independent Cost Estimate at time of application. (Not applicable for acquisition-only projects).
6. Monthly Financial Statements. (Within the last 60 days).
7. Current CPA's Peer Review Letter.
8. 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).
9. Commitment letters/documentation of leveraged funds. (If applicable).
10. Organizational Chart.
11. Documentation of national best practices or evidence-based program design.
12. Copy of the applicant's operating budget, including other services or programs and funding sources, and overhead/indirect rates charged to grant sources.
13. Ability to Complete Activities Outline.

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 is responsible for ensuring that resources available to the community are strategically utilized to maximize impact and effectiveness. Therefore, Lee County 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. Lee County 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 if the project is able to demonstrate achievement of performance measures, and the goals and strategies outlined in the 2024-2028 Consolidated Plan.

Special consideration will be given to projects that:

- Support an emergency shelter or other public facility for individuals who are homeless or at risk of becoming homeless.
- Can document that projects costs have been leveraged from other sources.
- Are from organizations with previous experience administering projects of a similar size and scope and/or working with CDBG funds.
- Demonstrate they can spend down funds in the first six months of the contract.
- Include on site supportive services.
- Adhere to evidence-based program models.
- Have energy efficient features and/or green building design.
- Include broadband availability in design.

Proposed projects that include innovative and effective best practices and those that adhere to evidence based program models are encouraged. Lee County 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

All organizations will be expected to expend 100% of CDBG award funds granted within 12-18 months of the contract execution date. Sub-grantees having drawn less than 50% of their award within 6-9 months of the contract execution date may not qualify for a contract extension. All funds allocated to projects and programs that are not expended within 12-18 months of the contract execution date may be reallocated. Exceptions may be provided with prior written consent from Lee County.

Critical Dates and Timeline

Monday, March 3, 2025		Lee County issues RFA
Monday, March 17, 2025	5:00 PM	Pre-Application submission deadline
Monday, March 24 April 21, 2025 – Friday, April 4 May 2, 2025	TBD	<u>Mandatory</u> 1:1 Technical Assistance Meetings-TEAMS
Wednesday, April 9 May 7 Friday, May 9, 2025	5:00 PM	Invitation to apply sent to eligible applicants
Monday, May 5 Tuesday, May 27 Monday, June 9, 2025	5:00 PM	Application submission deadline

TBD Friday Thursday, September 5 11, 2025	9:00AM	Evaluation and Ranking Committee meeting and applicant presentations Members will meet to review applicant presentations and score each project application at the location below: Lee County Department of Human and Veteran Services 2440 Thompson Street Conference Room 102 Fort Myers, FL 33901
TBD Tuesday Monday, September 9-15, 2025	5:00 PM	Award notice of conditional selection or non-selection sent to applicants.
TBD Friday Thursday, September 12 18, 2025	5:00 PM	Deadline for applicants to appeal conditional non-selection.

Public Records

By submitting an application, the applicant acknowledges that any material submitted in response to this RFA is a public record pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, and may be subject to public inspection.

SECTION III: Scope of Grant Activities and Program Requirements

Projects acceptable under this request include:

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

Funding requests for projects that ‘supplant’ or replace a project’s current funding source(s) will not be accepted.

Community Development Block Grant (CDBG)

Eligible Activities (include but are not limited to)

- The acquisition, construction, reconstruction, rehabilitation, or installation of public facilities.
 - “Public facilities” includes, but is not limited to, neighborhood/community facilities and facilities for persons with special needs (e.g. homeless shelters, group homes, and halfway houses).

Ineligible Activities

- The maintenance and repair of public facilities is generally ineligible.
- Operating expenses associated with public facilities.
- Acquisition of vehicles and acquisition of occupied property.
- Renovation or construction of spaces used solely for administration or storage.
- Renovation of a leased facility.
- Remodeling a public facility unless part of a rehabilitation project.
- 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 Community eligible activities and expenses:

HUD Exchange

[CDBG Guide to National Objectives and Eligible Activities, see page 22](#)

Project Beneficiaries

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

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

Categories:

Low-Moderate Income (LMI) Area Benefit (in unincorporated Lee County)

- 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 (in unincorporated Lee County)

- Under these criteria, the public facility must exclusively benefit clientele who are generally presented by HUD to be principally low- and moderate-income persons. The following groups are currently presumed by HUD to be made up of principally low- and moderate-income persons:
 - Children who are abused.
 - Elderly persons.
 - Individuals who are homeless.
 - Victims of Domestic Violence.
 - Persons who cannot read or write.
 - Persons meeting the definition of severely disabled.
 - Persons living with HIVS/AIDs.
- If the public facility is not exclusively benefiting the populations listed above, the regulation stipulates that at least 51 percent of the persons served must be low and moderate-income (LMI). 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.
 - Being of such a nature and in a location that it may be concluded that the activity's clientele is LMI.
- Public facilities such as shelters for individuals who are homeless 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.

Projects must meet all Federal, State and Local requirements.

CDBG Guide to National Objectives and Eligible Activities:

[CDBG Program Regulations \(24 CFR 570\):](#)

CDBG Guide to National Objectives and Eligible Activities:

[Uniform Administrative Requirements \(2 CFR 200\):](#)

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/>

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/>

The applicant must also 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).

SECTION IV: Funding Guidelines

This RFA does not commit the County to award any funding to any Applicant.

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 – CDBG Funding

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 which means the applicant must be able to pay for project costs prior to requesting payment.

Match

No match required.

Maximum/Minimum Funding Request

- Amount awarded to projects is based on specific need and availability.
- The minimum funding request for a project is \$75,000.00.
- HVS reserves the right to award more or less than the amount of funds requested based on funding available.
- Multiple awards are available.

Additional funding may be available if the project proposal supports an emergency shelter or other public facility for individuals who are homeless or at risk of becoming homeless.

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 Lee County. Lee County 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 in 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 there is 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 could 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

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM GUIDELINES
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)
CFDA #14.218

The CDBG program was authorized by the Housing and Community Development Act of 1974. The primary objective is the development of viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities. Projects must principally benefit persons of low to moderate income. All projects must address one of three national objectives:

1. Benefit to low- and moderate- income (LMI) persons;
2. Aid in the prevention or elimination of slums or blight; and
3. Meet a need having a particular urgency (referred to as urgent need).

Regulatory guidance on the CDBG program is found at 24 CFR part 570, specifically in subparts C, J, and K and other Federal regulations found at 24 CFR parts 5 and 2 CFR 200 also apply.

The **AGENCY(s)** selected for funding through this Request for Applications (RFA) shall comply with all federal laws and regulations described in the HUD regulations, 24 CFR Part 570, and other applicable Federal regulations, including 2 CFR 200. CDBG funds made available under this agreement shall be used to assist low and moderate-income persons or presumed to be low and moderate-income persons. This may be determined by individually qualifying persons for eligibility, verifying that the census block in which the project is located is in a low and moderate-income area, or identifying if the individuals served are presumed to be low and moderate-income persons. The method used to determine compliance will be at the discretion of Lee County.

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFA will be required to comply with a variety of requirements governing the use of Local, State and Federal funds.

Additionally, agencies awarded funds through this RFA will be required to provide access to their financial records to a representative of Lee County to evaluate their financial management systems. These financial records, include, but are not limited to a listing of all grant awards, Single Audit Records, independent financial reviews, and profit and loss statements. Lee County staff will monitor each program to ensure compliance with the terms of the funding agreement between Lee County and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, duplication of benefits verifications (for both the agency and the clients), and other required information.

Liability Insurance – 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, a Political Subdivision and Charter County of the State of Florida must be named as the Certificate Holder. Lee County, a Political Subdivision and Charter County of the State of Florida, its Agents, Employees, and Public Officials must be named as the additional insured.***

Handicapped Accessibility – All projects awarded funds 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.

Lee County 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/Agency/provider/developer, and any of the subrecipient/agency/provider/developer’s subcontractors.

The subrecipient/Agency/provider/developer certifies and agrees that no contractual or other impediment exists that prevent compliance with these requirements. The subrecipient/agency/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 Agency 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 Agency shall maintain documentation that demonstrates compliance with hour and wage requirements of this part.

The Agency 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 (40U.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.

Build America, Buy America Act (BABA) – The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project. Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance” (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

SUBCONTRACTS

The **AGENCY** shall insure that any County approved subcontracts shall be awarded on a fair and non-collusive basis. All provisions of this agreement shall be included and made part of any subcontract executed in the performance of this agreement. The **AGENCY** shall not enter into a transaction with debarred, suspended or ineligible contractors and participants included on the Federal Excluded Parties List or, for contracts over \$35,000, a person or affiliate placed on the Florida Department of Management Services’ Convicted Vendor List. Verification of vendors can be found at:

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists

PROCUREMENT

- The **AGENCY** shall comply with current Lee County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property.
- The **AGENCY** shall procure all materials, property or services in accordance with the requirements of 2 CFR 200 Procurement Standards and shall subsequently follow Property Management Standards in accordance with 2 CFR 200, covering utilization and disposal of property.
- No employee, officer, or agent may participate in the selection, award, or administration of a

contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

DOCUMENTATION AND RECORD-KEEPING

- The **AGENCY** shall maintain all records required by the Federal regulations specified in 24 CFR Part 570.506 that are pertinent to the activities to be funded under this agreement, including but not limited to:
 - A full description of each activity undertaken and its eligibility criteria.
 - Client data demonstrating client eligibility for services provided.
- Documentation of the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance. Properties retained shall continue to meet eligibility criteria and shall conform to the “changes in use” restrictions specified in 24 CFR Parts 570.503, as applicable.
- Compliance with fair housing and equal opportunity components of the CDBG program.
- Financial records as required by 24 CFR Part 570.502 and 2 CFR 200; and other records to comply with Subpart K of 24 CFR 570.

RESTRICTIONS ON USE OF FUNDS

The **AGENCY** is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, sectarian or religious activities, lobbying, political patronage, and nepotism activities.

1. HATCH ACT - The **AGENCY** agrees that no funds provided, nor personnel employed under this agreement shall be in any way engaged in the conduct of political activities in violation of Chapter 15 of Title V of the United States Code. Employment Restrictions.
2. CONFLICT OF INTEREST - The **AGENCY** agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest and covenants and certifies that it presently has no financial interest, and that no employee, agent, consultant, or officer will acquire any financial interest, which would conflict in any manner or degree with the performance of any service required under this agreement.
3. LOBBYING - The **AGENCY** hereby certifies that no federal funds have or will be paid by, or on its behalf, to any person influencing or attempting to influence a member of Congress, or an officer or employee of any agency, or of an office of Congress in connection with the award of any Federal contract, the making of any Federal grant or loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement. If any non-Federal funds have been used for such influence, the **AGENCY** shall submit a “Disclosure Form to Report Lobbying” in accordance with its instructions.
4. RELIGIOUS ORGANIZATION - The **AGENCY** agrees that funds provided under this agreement to either a faith-based organization or faith-based program cannot be utilized for inherently religious activities and must be utilized in accordance with the federal regulations specified in 24 CFR 570.200. Faith-based organizations must provide appropriate written notice in accordance with 24 CFR 5.109 describing certain protections available to applicants

participating in the activities held at their facility.

ENVIRONMENTAL CONDITIONS

The **AGENCY** agrees to comply with any instructions or requests made by the County pursuant to the completion of any applicable environmental review, as well as the following regulations insofar as they apply to the performance of this agreement:

1. Clean Air Act, 42 U.S. C. 7401, et seq.
2. Federal Water Pollution Control Act as amended, 33 U.S.C. 1251, et seq., as amended.
3. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR, Part 50, as amended.
4. Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), which requires that activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards shall require flood insurance under the National Flood Insurance Program.
5. Lead-Based Paint regulations at 24 CFR 570.608, and 24 CFR Part 35 pertaining to all HUD assisted housing, which require that notice be provided that all properties constructed prior to 1978 may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment, and precautions that should be taken, and the advisability and availability of blood lead level screening for children under seven.
6. Historic Preservation under the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR, Part 800.

An appropriate level of environmental review record will be completed for each awarded project prior to the execution of any written agreement or obligation of funds. Environmental review records must demonstrate appropriate release of funds have been obtained prior to the execution of any written agreement.

PROGRAM INCOME

The **AGENCY** shall report and remit to the grantee (Lee County) all program income as defined at 24 CFR 570.500 generated by activities carried out with CDBG funds at the end of the program year. Lee County will determine and utilize the program income in compliance with the requirements set forth at 24 CFR 570.504. Preference for use of the funds will be given to projects in the urban county's jurisdiction that remitted the program income, however due to the County's need to meet timeliness requirements, funds will be spent on eligible activities as determined necessary by the County.

RELOCATION, REAL PROPERTY ACQUISITION, AND ONE-FOR-ONE HOUSING REPLACEMENT

The **AGENCY** agrees to comply with the following:

1. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR and 24 CFR 570.606.
2. Residential Anti-Displacement and Relocation Assistance Plan requirements of 24 CFR 570.606 under Section 104 of the Housing and Community Development Act; and
3. Optional relocation policies requirements of 570.606.

CIVIL RIGHTS

The **AGENCY** agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1964 as amended, Section 1104 and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1965, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375 and 12086.

The **AGENCY** will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability, or other handicap, age, marital/familial status, or status with regard to public assistance, unless in areas allowable by the Civil Rights Act of 1964, as amended. The **AGENCY** will take affirmative action to ensure that all employment practices are free of such discrimination. The **AGENCY** agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

LAND COVENANTS - This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570.602 and 603. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the **AGENCY** shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the **COUNTY** and the United States are beneficiaries of and entitled to enforce such covenants. The **AGENCY** in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

SECTION 504 - The **AGENCY** agrees to comply with any Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706), which prohibits discrimination against the handicapped in any Federally assisted program.

AFFIRMATIVE ACTION - The **AGENCY** agrees that it shall be committed to carry out an Affirmative Action Program in keeping with the principles as provided in the President's Executive Order 11246 of September 24, 1965. The **AGENCY** will use its best efforts to afford minority- and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this agreement. The term "minority and female business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian Americans, and American Indians. The **AGENCY** may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation. The **AGENCY** will, in all solicitations or advertisements for employees placed by or on behalf of the **AGENCY**), state that it is an Equal Opportunity or Affirmative Action employer. The **AGENCY** will include the provisions of Paragraph X A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own **AGENCYs** or subcontractors.

CLOSEOUTS

The **AGENCY'S** obligation to the **COUNTY** shall not end until all closeout requirements are completed. Activities during this closeout period shall include but are not limited to making final payments, disposing of program assets, reporting of beneficiaries, or any other activities related to CDBG compliance.

REVERSION OF ASSETS Upon expiration of the contract, the **AGENCY** shall transfer to the recipient any CDBG funds on hand at the time of the expiration and any accounts receivable attributable to the use of CDBG funds. It shall also include provisions designed to ensure that any real property under the **AGENCY's** control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to the sub recipient in the form of a loan) in excess of \$25,000 is either:

- a) Used to meet one of the national objectives until five years after expiration of the agreement, or for such longer period of time as determined to be appropriate by the recipient; or
- b) Not used to meet one of the national objectives, in which event the **PROVIDER (AGENCY)** shall pay to the recipient an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition of, or improvement to, the property.

PAYMENTS AND REPORTS

1. Payment requests will be subject to the **COUNTY's** execution of its Grant Agreement with HUD and the activity being assigned a number in IDIS (Integrated Disbursement and Information System).
2. Construction Contract Payments – Requests for payment must be based upon actual uncompensated construction costs provided during the contract period and shall be accompanied by invoices for services rendered. Payment Requests shall be submitted within 20 days after the end of the reporting period, even if no activity has occurred. If the **AGENCY** fails to submit a Payment Request by the stated deadline, payment will be delayed until the following month. The **AGENCY** will not receive payment without submission of all applicable reports. Failure to submit a Payment Request within 60 days after the end of the reporting period will result in the **PROVIDER (AGENCY)** forfeiting all right to payment.

All payment requests (Exhibit 1) must be signed by the **AGENCY's** Executive Director or other duly authorized person and accompanied by the contractor's signed request for payment (invoice). Final payment will not be made until the final inspection is made and approved by the Lee County or City Building Department, as applicable.

3. **AGENCY** shall submit reports as required to assist the **COUNTY** in the preparation of HUD Labor Relations, WBE/MBE, Equal Opportunity Employment, and HUD Section 3 reports, pursuant to 24 CFR 570.502, 507, and 92.

SECTION V: Application Evaluation and Selection

Threshold Requirements

Applications will be reviewed by Lee County staff to ensure the submission does NOT contain any fatal flaws, as listed below. If Lee County determines the threshold requirements are not met, the project will be rejected and the applicant agency notified in writing.

Fatal Flaws

Applications that commit the following will not be given consideration for funding:

1. Applicants that did not complete the pre-application.
2. Applicants that did not attend the mandatory 1:1 Technical Assistance Meeting.
3. Applications received after the stated due date and time.
4. Applications received from an agency not eligible to apply. (Is not a legal formed entity authorized to conduct business in the state of Florida, is not a non-profit with a 501(c)(3) status, and/or is listed on the Excluded Parties List).
5. Applicants that have not been providing continuous direct services for at least 12 months prior to the application deadline.
6. Projects that do not align with the County's priorities listed in the [2024-2028 Consolidated Plan](#).
7. Projects that do not meet the HUD National Objective of benefiting low and moderate-income (LMI) persons.
8. Projects that are not an eligible CDBG non-profit capital improvement activity under the HUD guidelines.
9. Projects that are planned in an incorporated area of Lee County and services are not available to all Lee County residents.
10. Applicants that do not provide evidence of ownership or other legal control of the project site such as a deed or lease. (Not applicable for acquisition-only projects).
11. Applicants that do not provide an Independent Cost Estimate. (Not applicable for acquisition-only projects).
12. Applicants that do not provide the required Monthly Financial Statements. (Within the last 60 days).
13. Applicants that do not provide the current CPA's Peer Review Letter.
14. Applications not signed by the official authorized to execute contracts on behalf of the agency (the name should match the information on the Florida Secretary of State website (<https://dos.fl.gov/sunbiz>)).
15. Applications that are incomplete and do not have all required documents and signature.

Application Review, Scoring, Conditional Selection & Approval Process

Applications that meet threshold criteria will be reviewed and scored by an Evaluation and Ranking Committee¹ using the Project Ranking Tool in Appendix 3. The committee will rank and conditionally select projects for funding. An application scoring the most points does not guarantee it will be recommended for funding.

BONUS POINTS may be given to applications for the following four categories:

1. Project proposals that support an emergency shelter or other public facility for individuals who are homeless or at risk of becoming homeless.
2. Projects with documentation of leveraging funds.
3. Applicants with previous experience administering projects of a similar size and scope and/or working with CDBG funds.
4. Applicants that can spend down funds in the first six months of the contract.

Post Award Requirements

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by Lee County (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**.

¹ *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 a direct partner and/or would otherwise directly benefit from the proposed project.*

SECTION VI: Application Form**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:	Unique Entity ID (SAM#):
Contact Person Email:	Federal Employer ID #:

2. Project Information

Project Name:
Project Address: <i>(If different from organization address.)</i>
This is a/an: ☐ New Project or ☐ Expanded Project
Project meets the following National Objective: ☐ Benefit to low – and moderate – income (LMI) persons.
Total Funding Requested for this Project: \$ _____

Please give an overview of the project in 4-5 sentences below:

Target Population (*check as many as applicable below*):

☐ Unaccompanied Youth (ages 18-24) ☐ Youth exiting foster care ☐ Children under the age of 18 ☐ Individuals who are Homeless ☐ Low/Mod Clientele ☐ Families ☐ Victims of Domestic Violence ☐ Elderly	☐ Children who are abused and/or neglected ☐ Individuals with Mental Illness ☐ Veterans ☐ Developmental disability as defined in 393.063(12), F.S. ☐ Disabling condition as defined in 420.0004(7), F.S. ☐ 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: _____

Applications must be signed by the official authorized to execute contracts on behalf of the agency (the name should match the information on the Florida Department of State website <https://dos.fl.gov/sunbiz>).

4. *Project Description*

A narrative response which must include:

- Sufficient information to understand the scope of the project, the number and target population to be served, the services to be provided and the cost of the proposed activities.
- How the project will expand and/or increase capacity of an existing service.
- Demonstrate how the project addresses a need in the community.
- A detailed construction timeline, including details about key phases, including design/development, engineering, permitting, and build, and target implementation dates for each phase. The narrative should also clearly define if the project has already started or if funds from this award will be utilized to begin the project.

(Limited to 3-6 pages).

The narrative must be attached to the application in PDF format. No ZIP files are accepted.

5. *Quality of Service*

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

1. Describe how the project aligns with community goals. *Community goals are described in the [2024-2028 Consolidated Plan](#).*
 2. Describe how the project is innovative, based on national best practices, and designed in accordance with an existing evidence-based program.
 3. Describe how your organization will track the number of low- and moderate-income residents being served by this project.
 4. Describe how the project will remain operationally sustainable. Please include a description of any revenue sources planned or existing that are anticipated to be used to operate the facility and/or provide expanded services.
 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 with project if overall funding was reduced or lost.
 8. Provide a brief description of how your project promotes green building and energy efficiency features and is designed with broadband in mind.
-

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:

- Project timeline of critical tasks to be accomplished for each proposed activity, and for the entire lifecycle of the grant. (Including implementation, staffing, spending, reporting, etc.).

The outline is required and must be attached to the application in PDF format. No ZIP files are accepted.

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/documentation of leveraged funds MUST be included as an attachment***).
- Describe and justify the proposed costs.
- Clearly identify the timeframes, including monthly spending plans, and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.
- If the applicant plans to provide additional services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.
- Provide a detailed development and operating pro forma.

Include the following attachments:

- A copy of the applicant's operating budget, including other services or programs and funding sources, and overhead/indirect rates charged to grant sources.
- Chart of key project staff, including a description of their duties and qualifications.

8. Budget Form

Complete each line as applicable to the proposed project.

Item Description	Amount
Non-Profit Capital Improvement	
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.

9. Leveraged Funding Sources

A. Grants/Other Funding Sources

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

Commitment letters and/or documentation of leveraged funds must be attached.

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

B. Total Funding for Project

Funding Source	Total Amount
<i>A. Total Leveraged Funds</i>	\$
<i>B. Total Requested Through This Application</i>	\$
Total Funding for Project	\$

10. Project Outcomes

Applicants must provide anticipated outcomes for the performance measure below. Complete all that apply.

Performance Measure	Desired Outcome	Describe the methods planned for collecting data about service areas and participants, and how the outcome(s) will be achieved and monitored.
☐ Number of low- and moderate-income residents benefiting from the project.		
☐ Other		

11. Required Attachments

- Evidence of legally formed entity qualified to do business in the state of Florida as of the application deadline.
- Proof of 501(c)(3) non-profit status.
- Evidence that the organization has provided continuous direct services for at least 12 months prior to the application deadline. (Most recent Form 990 or letter of attestation from the Board Chairman on Board letterhead).
- Evidence of ownership or other legal control of the project site provided by the applicant. (Not applicable for acquisition-only projects).
- Independent Cost Estimate at time of application. (Not applicable for acquisition-only projects).
- Monthly Financial Statements. (Within the last 60 days).
- Current CPA's Peer Review Letter.
- 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).
- Commitment letters/documentation of leveraged funds. (If applicable).
- Organizational Chart.
- Documentation of national best practices or evidence-based program design.
- Copy of the applicant's operating budget, including other services or programs and funding sources, and overhead/indirect rates charged to grant sources.
- Ability to Complete Activities Outline.

12. Completeness Checklist

Applicants **must complete** the *Application Forms and Attachments* chart below by entering the Project Name, Project Applicant, and appropriate page number for the specific document and **attach** the *Completeness Checklist as PAGE 1 & 2* of the application submission.

Please ensure that all client-specific data has been redacted from all attachments.

All applications and attachments must be submitted in PDF format. ZIP files are not accepted.

<u>Application Forms and Attachments</u>		<u>Page #</u>
<u>Project Name:</u>		
<u>Project Applicant:</u>		
<u>Total Funding Requested:</u>		
Table of Contents (COMPLETENESS CHECKLIST)		1 & 2
1. Applicant Information		
2. Project Information		
3. Certification		
4. Project Description		
5. Quality of Service		
6. Ability to Complete Activities Outline		
7. Budget Narrative		
8. Budget and Match		
9. Leveraged Funding Sources		
10. Project Outcomes		
11. Required Attachments		
a. Evidence of legally formed entity qualified to do business in the state of Florida as of application deadline.		
b. Proof of 501(c)(3) non-profit status.		
c. Evidence of providing continuous direct services for at least 12 months prior to application deadline. (Most recent Form 990 or letter of attestation from the Board Chairman on Board letterhead).		
d. Evidence of ownership or other legal control of the project site such as a deed or lease. (Not applicable for acquisition-only projects).		
e. Independent Cost Estimate at time of application. (Not applicable for acquisition-only projects).		

f. Monthly Financial Statements. (Within the last 60 days).	
g. Current CPA Review Letter.	
h. 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).	
i. Commitment letters/documentation of leveraged funds. (If applicable).	
j. Organizational Chart.	
k. Documentation of national best practices or evidence-based program design.	
l. Copy of the applicant's operating budget, including other services or programs and funding sources, and overhead/indirect rates charged to grant sources.	
m. Ability to Complete Activities Outline.	

SECTION VII: APPENDICES

Appendix 1 – RFA Appeal Process

RFA Appeal Process

All eligible applicants have the opportunity to appeal both their score and preliminary ranking prior to the ranked list being finalized. An appeal can only be made by an applicant regarding the scoring of its own application. The Appeals Committee will only be established if an applicant requests an appeal. Applicants may ask for summary scoring information prior to the submission of the appeal letter. Individual ranking committee member scores will not be released to applicants. No Applicant shall have the right to appeal a decision from the Department relating to another Applicant's eligibility, point score, award, denial of award, or any other matter related thereto. The appeal process provided herein applies solely to decisions made in this RFA and does not apply to any decisions made with respect to any previously issued RFAs, or decisions to be made pursuant to future program RFAs.

Note: Project Applicants that have been found to not meet the threshold requirements are not eligible for an appeal.

A. Appeal Process and Deadline

Any and all appeals must be received in writing with supporting documentation within three (3) business days of the notification of ranking to projects.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must include a copy of the application, and all accompanying materials submitted to the Review and Rank Committee. No additional information can be submitted. The appeal is limited to one single spaced page in 12- point font in the form of a letter on the applicant's agency's letterhead and must clearly state the reasons for the appeal and specify all issues being contested. Once the written appeal is submitted, no further information or materials will be accepted or considered.

All valid appeals will be read, reviewed, and evaluated by the Appeals Committee. The Appeals Committee will meet to deliberate the appeal.

- The Appeals Committee will review the rankings made by the Review Committee only on the basis of the submitted project application, the one-page appeal, any statements made during the appeal process, and the material used by the Review Panel. No new information can be submitted by the Project Applicant appealing or reviewed by the Appeals Committee.
- The decision of the Appeals Committee must be supported by a simple majority vote.

B. Appeal Decisions

The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Appeals Committee Meeting.

The decision of the Appeals Committee will be final.

C. Effectiveness

If the applicable statutes and/or guidelines governing the funding source's program contain an existing process for appealing decisions of the Department with respect to RFA awards, then this section shall be inapplicable, and such existing authority shall govern all appeals.

***Appendix 2 – Sample
Contract Document***

<https://www.leegov.com/dhs/Documents/CoC/2024-2025-HVS-Sample-Contract-Affidavit-of-Compliance.pdf>

Appendix 3 – Project Ranking Tool

- Applications meeting the threshold criteria will be scored for comparison purposes using the criteria provided in Appendix 3.
- Answers provided in the application will be rated by an Evaluation and Ranking Committee. The assigned score will be based on the overall strength of the answer and evidence provided.
- An application scoring the most points does not guarantee the application will be recommended for funding by the Committee. The Committee's funding recommendation will be brought to the Board of County Commissioners for consideration.

Lee County CDBG Non-Profit Capital Improvement Project Ranking Tool - 03/03/2025

Pre-Application Threshold Review <i>This portion of the ranking tool will be completed by HVS.</i>	Threshold Requirements	Threshold Requirements	Threshold Requirements	Threshold Requirements	Threshold Requirements
	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant
Pre-Application was submitted by deadline: <i>March 17, 2025</i> <i>If no, ineligible to apply.</i>	Date Submitted: _____ ☐ Yes ☐ No	Date Submitted: _____ ☐ Yes ☐ No	Date Submitted: _____ ☐ Yes ☐ No	Date Submitted: _____ ☐ Yes ☐ No	Date Submitted: _____ ☐ Yes ☐ No
Organization is listed on the excluded parties list. (www.sam.gov) <i>If yes, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Applicant is a legally formed entity authorized to conduct business in the State of Florida. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Applicant is a non-profit with a 501(c)(3) status. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Applicant has provided continuous direct services for at least 12 months prior to the application deadline. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Project aligns with the County's priorities listed in the 2024-2028 Consolidated Plan. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Project meets the HUD National Objective of benefiting low and moderate-income (LMI) persons. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Project is an eligible CDBG non-profit capital improvement activity under the HUD guidelines. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Project is located in Unincorporated Lee County <u>OR</u> located in Incorporated Lee County but services are available to ALL Lee County residents. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Applicant has evidence of ownership or other legal control of the project site such as a deed or lease. (Not applicable to acquisition-only projects). <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Applicant can provide an Independent Cost Estimate at the time of application. (Not applicable to acquisition-only projects) <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Lee County CDBG Non-Profit Capital Improvement Project Ranking Tool - 03/03/2025

Pre-Application Threshold Review <i>This portion of the ranking tool will be completed by HVS.</i>	Threshold Requirements	Threshold Requirements	Threshold Requirements	Threshold Requirements	Threshold Requirements
	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant
Applicant can provide required Monthly Financial Statements (within the last 60 days). <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Applicant can provide current CPA's Peer Review Letter. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Applicant can provide Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response (exceptions maybe approved on an individual basis). <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Pre-application is signed by the agency official authorized to execute contracts. (The name should match the information on the Florida Secretary of State website at https://dos.fl.gov/sunbiz). <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Application is complete and has the required signature. <i>If no, ineligible to apply.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Eligible to Apply	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
HVS Staff Reviewer Initials:					
Date of Pre-Application Threshold Review:					

Lee County CDBG Non-Profit Capital Improvement Project Ranking Tool - 03/03/2025

Application Threshold Review <i>This portion of the ranking tool will be completed by HVS.</i>	Threshold Requirements	Threshold Requirements	Threshold Requirements	Threshold Requirements	Threshold Requirements
	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant
Application was submitted by deadline: May 5, 2025 May 27, 2025 June 9, 2025 <i>If no, ineligible to move forward to ranking committee.</i>	Date Submitted: _____ ☐ Yes ☐ No	Date Submitted: _____ ☐ Yes ☐ No	Date Submitted: _____ ☐ Yes ☐ No	Date Submitted: _____ ☐ Yes ☐ No	Date Submitted: _____ ☐ Yes ☐ No
Organization is listed on the excluded parties list. (www.sam.gov) <i>If yes, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Provided proof applicant is a legally formed entity authorized to conduct business in the State of Florida. <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Provided proof applicant is a non-profit with a 501(c)(3) status. <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Provided evidence applicant has provided continuous direct services for at least 12 months prior to the application deadline. (Most recent Form 990 or letter of attestation from the Board Chairman on Board letterhead). <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Project aligns with the County's priorities listed in the 2024-2028 Consolidated Plan. <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Project meets the HUD National Objective of benefiting low and moderate-income (LMI) persons. <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Project is an eligible CDBG non-profit capital improvement activity under the HUD guidelines. <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Project is located in Unincorporated Lee County OR located in Incorporated Lee County but services are available to ALL Lee County residents. <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Provided evidence of ownership or other legal control of the project site such as a deed or lease. (Not applicable to acquisition-only projects). <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Lee County CDBG Non-Profit Capital Improvement Project Ranking Tool - 03/03/2025

Application Threshold Review <i>This portion of the ranking tool will be completed by HVS .</i>	Threshold Requirements	Threshold Requirements	Threshold Requirements	Threshold Requirements	Threshold Requirements
	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant
Provided an Independent Cost Estimate at the time of application. (Not applicable to acquisition-only projects) <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Provided required Monthly Financial Statements (within the last 60 days). <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Provided current CPA's Peer Review Letter. <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Provided Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response (exceptions maybe approved on an individual basis). <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Application is signed by the agency official authorized to execute contracts. (The name should match the information on the Florida Secretary of State website at https://dos.fl.gov/sunbiz). <i>If no, ineligible to move forward to ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Application is complete and has all the required documents and signature. <i>If no, ineligible to move forward to the ranking committee.</i>	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Eligible to Move Forward to Ranking Committee	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
HVS Staff Reviewer Initials:					
Date of Application Threshold Review:					

Lee County CDBG Non-Profit Capital Improvement Project Ranking Tool - 03/03/2025

Project Scoring <i>This portion of the ranking tool will be completed by each member of the Ranking Committee.</i>	<i>Please enter your score for each criteria based on the project proposal using only whole and half points. While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.</i>				
	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant
5. Quality of Services (5 and 7- Agency's Capacity and Experience): The agency has experience carrying out projects or services with a similar scope/size. The agency current operates facilities or programs with similar services. The agency will continue providing service if funding is lost. Maximum Point Value: 5					
6. Ability to Complete Activities Outline: The agency has a clear schedule for project implementation, staffing, spending, and reporting, and will be able to carry out activities within the funding period. Maximum Point Value: 15					
7, 8 and 9- Budget and Leverage Funding: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources and project indicates a sustainability financial structure. Leveraging funds to expand available services/capacity and show that the project is sustainable after the grant ends is encouraged. Maximum Point Value: 10					
10. Project Outcomes: Projected number of low and moderate-income residents benefiting from the project is listed in the application. Methods planned for collecting data about service areas and participants seems feasible and reasonable. Some data collection was included in the application. The project demonstrates sufficient outcomes for the funding being requested. The application clearly describes how outcomes will be achieved and monitored. Maximum Point Value: 15					
Overall Proposal and Presentation: The proposal and presentation is organized and adheres to RFA instructions. Narratives are clear and concise. The proposal and presentation presents new and original information to be considered for funding. All required documents are attached. Maximum Point Value: 5					
Total Points Awarded	0.00	0.00	0.00	0.00	0.00
Total Available Points = 100					

Lee County CDBG Non-Profit Capital Improvement Project Ranking Tool - 03/03/2025

Project Scoring

This portion of the ranking tool will be completed by each member of the Ranking Committee.

Please enter your score for each criteria based on the project proposal using only whole and half points. While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant
BONUS POINTS <i>This portion of the ranking tool will be completed by HVS.</i>	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant	Name of Applicant
Project supports an emergency shelter or other public facility for individuals who are homeless or at risk of becoming homeless. Point Value: 15					
Documentation that project costs have been leveraged from other sources. Point Value: 5					
Applicant has previous experience administering projects of a similar size and scope and/or working with CDBG funding. Point Value: 5					
Applicants that can spend down funds in the first six months of the contract. Point Value: 5					
Total Bonus Points Awarded	0.00	0.00	0.00	0.00	0.00
Total Available Bonus Points = 30					
TOTAL POINTS and BONUS POINTS AWARDED	0.00	0.00	0.00	0.00	0.00
Total Available Points and Bonus Points = 130					

Rank	1	1	1	1	1
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Reviewer Signature

Reviewer Name

Date