

Notice of Funding Assistance

Community Services Block Grant - Disaster Relief Supplemental Funding (CSBG-DRSF)

Food Distribution Programs

NFA Released
Friday, June 12, 2026

Applications Due
Wednesday, June 24, 2026 by 5:00 p.m.

Program Period:
Contract execution through September 30, 2026

All Applications must be submitted
by email to Tara Martinson at tmartinson@leegov.com

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. on the date due
will be returned to the applicant and will not be considered.

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.

NFA Organization

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SECTION I: Overview

Lee County Human and Veteran Services (HVS) is issuing a Notice of Funding Availability (NFA) for Food Distribution Programs funded through the Community Services Block Grant – Disaster Relief Supplemental Funding (CSBG-DRSF) in response to Hurricane Ian.

HVS is seeking to connect impacted Lee County residents with free food assistance and is soliciting applications from qualified non-profit organizations to serve as a food distribution coordinator for this disaster relief effort.

The selected organization(s) will be responsible for coordinating multiple food distribution events throughout Lee County, including planning, management, and full implementation, to ensure that food reaches disaster-affected low- and moderate-income individuals and families impacted by Hurricane Ian.

Application Process and Timeline

The application steps below 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 Notice of Funding Assistance (NFA).

		Date	Time	Additional Details
1	HVS issued an NFA for Food Distribution Projects	Friday, June 12	5:00pm	https://www.leegov.com/dhs/funding
2	<u>RFA Questions Due</u> <i>Applicants may submit RFA questions.</i>	Friday, June 19	5:00pm	Tara Martinson at tmartinson@leegov.com
3	<u>RFA Question Responses Due</u> <i>HVS will provide written responses to all submitted RFA questions.</i>	Monday, June 22	5:00 pm	https://www.leegov.com/dhs/funding
2 4	Submit Completed Application(s) <i>Application on page 10 of this NFA.</i>	Wednesday, June 24	5:00 pm	Tara Martinson at tmartinson@leegov.com
3 5	Notice of Conditional Selection	Tuesday, June 30	5:00pm	Sent via email to the Application contact
5	Notice of Conditional Selection	Friday, July 17	5:00pm	Sent via email to the Application contact
5	Notice of Conditional Selection	Friday, July 31	5:00pm	Sent via email to the Application contact

Funding Available

Community Services Block Grant - Disaster Relief Supplemental Funding (CSBG-DRSF) must: • Be used for implementation of food distribution activities by a non-profit organization serving as a food distribution coordinator for disaster relief efforts. <u>Funding requests that 'supplant' or replace a project's current funding source(s) will not be accepted.</u>	<i>Total Funding Available:</i> <i>\$500,000</i> <i>Maximum Award per Agency:</i> <i>\$225,000</i> Multiple awards are available. Funds must be expended by September 30, 2026.
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If additional funding opportunities become available to Lee County following the issuance of this NFA, Lee County reserves the right to select eligible project(s) submitted in response to this NFA without issuing an additional NFA(s). The material in this NFA does not represent all the priorities, program components, or funding sources currently/potentially available through federal, state or county funders, and may change upon the release of this NFA for the various funding sources.

SECTION II: Application Information

To be considered for funding, applicants must meet the following eligibility requirements and submit all required materials by the stated deadlines. Only organizations that demonstrate legal, financial, and operational readiness will be considered. Submission of an application does not entitle the applicant to funding, even if sufficient funds remain available. The County reserves the right not to commit any funding to any applicant.

Lee County staff will conduct an initial threshold review to confirm that each submission meets minimum eligibility, timeliness, and completeness requirements. Applications that contain one or more fatal flaws, as described below, will be disqualified from further consideration and the applicant will be notified in writing. At the discretion of HVS, applicants may be permitted to cure minor clerical or technical errors or omissions that do not rise to the level of a fatal flaw, provided the corrections do not materially change the proposed project.

Required Application Eligibility Criteria:

Failure to meet any of the following requirements constitutes a fatal flaw and will result in disqualification.

1. Application was submitted by deadline: **Wednesday, June 24, 2026 by 5:00pm.**
2. Organization is not listed on the excluded parties list at www.sam.gov
3. Evidence of legally formed entity qualified to do business in the state of Florida as of the application deadline.
4. Proof of 501(c)(3) non-profit status.
5. Evidence that the organization has provided continuous direct services for at least 12 months prior to the application deadline. Submit the most recent Form 990 or a letter of attestation from the Board Chair on organizational letterhead.
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. 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> or proof of signature authorization is provided.
10. Applicants must submit all required attachments as requested within this application.
11. Applicant must submit all documents in PDF format.

SECTION III: Scope of Activities and Program Requirements

Eligible Project Types

Community Services Block Grant – Disaster Relief Supplemental Funding (CSBG-DRSF) must be used for implementation of food distribution activities. A non-profit organization who receives these funds will serve as a food distribution coordinator for disaster relief efforts.

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

Eligible Expenses

Expenses under this NFA must support Community Services Block Grant – Disaster Relief Supplemental Funding (CSBG-DRSF) activities and be reasonable, necessary, and directly related to approved program activities. All proposed expenses are subject to County review and must comply with applicable Federal, State, and County requirements, including 2 CFR Part 200 (Uniform Guidance).

Inclusion of an item in the eligible cost categories does not guarantee approval, and some costs may require additional justification, documentation, or pre-approval by the County and/or FloridaCommerce.

Eligible Expenses:

- Food purchase
- Transportation and delivery expenses
- Storage and warehouse costs
- Staff salaries of those providing a direct service such as food distribution or coordination of food distribution, not to exceed 15% of total request

Ineligible Expenses

The following expenses are not eligible for reimbursement under this NFA and may not be included in the proposed program budget:

- Capital improvements or construction
- Equipment expenses
- Entertainment or fundraising expenses
- Political activities or lobbying
- Executive or administrative staff salaries and benefits

SECTION IV: Funding Guidelines and Compliance Requirements

1. General Requirements

Applicants awarded funds through this NFA must comply with all applicable Federal, State, and County requirements, including all CSBG-DRSF program requirements. Issuance of this NFA does not commit Lee County to award funding to any applicant, to pay any costs incurred in the preparation of an application, or to procure or contract for any services or projects.

2. Funding Parameters

Lee County Human and Veteran Services (HVS) may award more or less than the amount requested based on available funding and County priorities.

Funding Source	Minimum	Maximum
CSBG-DRSF	\$50,000	\$225,000

3. Match

No match required.

4. 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, submission, presentation, or negotiation of an application.

5. Cost Reimbursement

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

6. Payment Requests

Monthly pay requests are required with auditable, detailed backup documentation appropriate to the type of project and activity. Documentation for all expenditures is required, and reimbursements will not be issued without complete and compliant documentation. All payment requests must be submitted within 20 days after the end of each reporting period, even if no activity has occurred during that period.

7. Project Completion Timeframes

The proposed project must be operational immediately upon execution of the award agreement. All funds awarded under this NFA must be fully expended by **September 30, 2026**. No carryover of unexpended funds will be permitted beyond this date. Unspent funds will be subject to reallocation at the County's discretion.

8. Monitoring

Lee County will monitor each awarded project during implementation and at closeout to ensure compliance with the terms of the funding agreement. Monitoring will include a review of client eligibility records, services provided, duplication of benefits verifications, and any other documentation required under the agreement.

9. Financial Records

Applicants awarded funds through this NFA 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 and any other records required by Lee County.

10. Procurement

Applicants must comply with all applicable Federal, State, and County procurement requirements for all purchases and contracts funded in whole or in part with CSBG-DRSF funds. All procurements must be conducted in a fair, open, and properly documented manner in accordance with 2 CFR Part 200 and applicable Lee County procurement policies and procedures.

11. 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. Conflict of interest standards consistent with 2 CFR § 200.112 and all other applicable Federal, State and County laws and regulations, as amended from time to time, shall apply.

12. Liability Insurance

All applicants *awarded* funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement.

- *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.

13. Public Records

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

14. Accessibility for Persons with Disabilities

All projects awarded funds must be accessible to persons with disabilities. Programs, information, participation, communications and services must be provided in a manner accessible to persons with disabilities. Funded agencies must comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

15. Anti-Discrimination/Equal Employment Opportunity

The applicant will comply with all applicable Federal, State and local anti-discrimination laws pertaining to nondiscrimination including but not limited to:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
- Age Discrimination Act of 1975 (42 U.S.C. 610 et. seq.)

SECTION V: Notice of Selection and Post-Award Requirements

1. Notice of Conditional Selection or Non-Selection

Notice of conditional selection or non-selection will be emailed to the application contact on Tuesday, June 30, 2026 by 5:00pm.

2. Post Award Requirements

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by Lee County Human and Veteran Services (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 the 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 VI: Application Form

Community Services Block Grant – Disaster Relief Supplemental Funding (CSBG-DRSF) Notice of Funding Availability – Food Distribution Programs Application

Applications Due: Wednesday, June 24, 2026 by 5:00 p.m.

1. Applicant Information

Legal Name of Organization:	Authorized Organization Representative Name:
Address:	Title:
City, State & Zip:	Telephone:
Contact Person Name:	Organization Website:
Contact Person Title:	Unique Entity ID (SAM.gov #):
Contact Person Email:	Federal Employer ID #:
Are you currently registered as a vendor to do business with Lee County? ☐ Yes ☐ No	

2. Eligibility Questions

	Yes	No
a. Is your organization registered with www.sam.gov ?	☐	☐
b. Is your organization currently listed on the SAM.gov excluded parties list? (If Yes, you are INELIGIBLE)	☐	☐
c. Is your organization a legally formed entity authorized to conduct business in the State of Florida?	☐	☐
d. Is your organization a non-profit with a 501(c)(3) status?	☐	☐
e. Has your organization provided continuous direct services for at least 12 months prior to the application deadline?	☐	☐
f. Will your organization be able to provide the REQUIRED Monthly Financial Statements (within the last 60 days) at the time of full application?	☐	☐
g. Will your organization be able to provide a current CPA Peer Review Letter at the time of full application?	☐	☐
h. Will your organization be able to provide an Independent Certified Audited Financial Statement of the most recent or prior fiscal year, including the management letter and written response at the time of full application?	☐	☐

3. Application Certification

I certify under penalty of perjury that the information in this Application is true and correct and that the application and all support documentation has been duly authorized by the governing body of the applicant. 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.

WARNING: Anyone who knowingly submits a false claim, or makes false statements is subject to criminal and civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §§ 287, 1001 and 31 U.S.C. §3729).

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 Application no grant award has been offered or implied.

Applications are due by Wednesday, June 24, 2026 by 5:00 p.m. All Applications must be submitted via email to Tara Martinson at tmartinson@leegov.com. Application must be submitted in PDF format. ZIP files are not accepted.

4. Application Checklist

Applicants **must complete** the *Application Checklist* below by entering the appropriate page number for the specific item as listed below.

The application must be in PDF format. No ZIP files will be accepted.

<u>Application Checklist</u>	<u>Page #</u>
1. Applicant Information	
2. Eligibility Questions	
3. Application Certification	
4. Application Checklist	
5. Scope of Services	
6. Organizational Capacity	
7. Food Distribution Plan	
8. Goals, Objectives, Strategies for Food Distribution Events	
9. Budget Form	
10. <i>Required Attachments</i>	
a. Evidence of legally formed entity qualified to do business in the state of Florida.	
b. Proof of 501(c)(3) non-profit status.	
c. Evidence that the organization has provided continuous direct services for at least 12 months.	
d. Monthly Financial Statements (Within the last 60 days).	
e. Current CPA's Peer Review Letter.	
f. Independent Certified Audited Financial Statement of the most recent or immediate prior fiscal year, including the management letter and written response.	

5. Scope of Services

1. Estimate how many individuals will be served. Indicate whether the count includes families or unduplicated individuals. Briefly explain how you calculated the estimate.

6. Organization Capacity

1. Provide a brief narrative describing the agency's relevant experience in delivering programs of similar size and scope, including experience managing federal, state, or county grants. Include specific examples of food distribution events or similar programs, populations served, and outcomes achieved.
2. Has the agency ever been required to return funds due to non-compliance or inability to expend funds within a contract period? If yes, provide an explanation and indicate when this occurred.

7. Food Distribution Plan

1. Provide a concise overview of your proposal to host up to five food distribution events throughout Lee County. Events must be held in or accessible to residents of low- and moderate-income areas (LMA) as designated by HUD (See Appendix 1 for LMA map). Please include staffing and volunteers, and logistics/operations for the day of the event. Please also include whether the event would occur simultaneously on the same day or over multiple days.
2. Describe the types of food to be purchased and your plans for transportation, storage, and inventory management.
3. Provide your current food safety protocols for storage and transportation.
4. Describe your system for tracking data collection that includes the number of households served and demographics.

8. Goals, Objectives, Strategies for Food Distribution Events

Complete the table below describing the goals, objectives, and strategies for the proposed program. Each application must include the following:

- a. **Goals** – Describe the intended impact of food distribution services on participants. Goals should be specific, achievable within the proposed grant term and aligned with the objectives of the CSBG-DRSF program to address the lasting effects of Hurricane Ian on low- and moderate-income households in Lee County.
- b. **Objectives** – Identify measurable objectives that can be directly attributed to project activities. Examples include, but are not limited to:
 - Number of low- and moderate-income households served across all distribution events (measured by sign-in sheets and income documentation collected at point of service);
 - Total pounds of food distributed per event and cumulatively across the grant period (measured by procurement and distribution logs);
 - Average pounds of food distributed per household served (calculated from total distribution weight divided by unduplicated households); and
 - Geographic distribution of participants served measured by zip code or address data collected at each event.
- c. **Strategies** – Describe how will you achieve the expected outcome and evaluate progress.

Goals	Objectives	Strategies

9. Budget Form

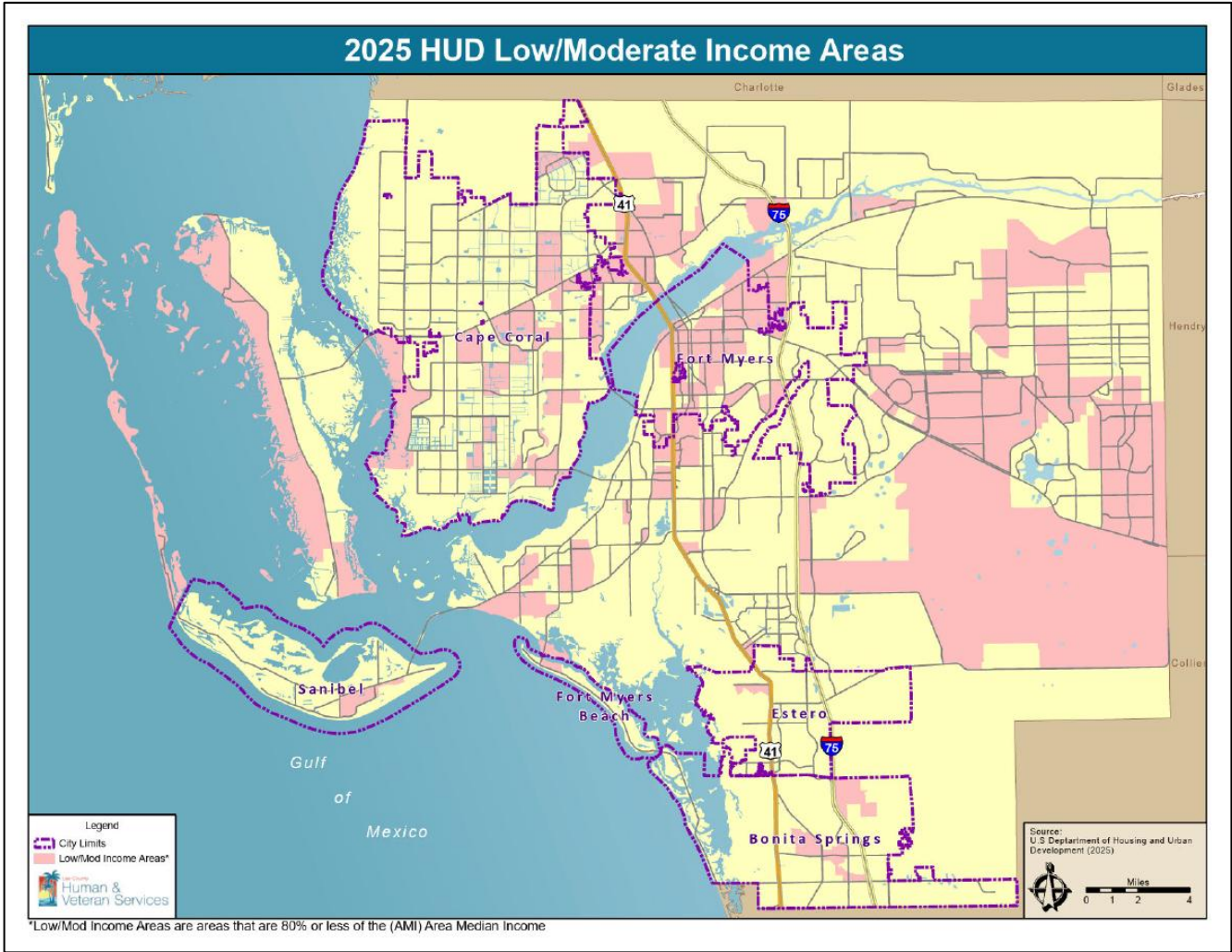
Complete the Budget Form below by listing all anticipated project costs by category for each program year. Additional rows may be added to the Budget Form as needed.

Budget Form	
	Amount Requested
Personnel Salaries	
Fringe Benefits	
Total Salaries and Fringe	
Food Purchases	
Transportation and Delivery	
Storage and Warehouse	
Other (Specify)	
Total Other Costs	
Total Project Cost:	

Note: Any costs listed under "Other (Specify)" will be reviewed by Lee County Human and Veteran Services (HVS) to determine whether they are allowable and eligible expenditures under this funding source. Inclusion of a cost in the proposed budget does not guarantee approval.

SECTION VII: Appendices

Appendix 1 – LMA Map



Appendix 2 – Sample Contract Document

<https://www.leegov.com/dhs/Documents/Grant%20Programs/2025-2026-HVS-Contract-Template.pdf>