



REQUEST FOR PROPOSALS

Multiple Grant Programs

SUBMIT RESPONSE TO:

**COLLIER COUNTY
HOUSING, HUMAN & VETERAN SERVICES
ATTN: MEGHAN POXON/WENDY KLOPF
3339 E TAMIAMI TRAIL
SUITE 211
NAPLES, FLORIDA 34112**

OR

EMAIL RESPONSE TO:

**meghanpoxon@colliergov.net
wendyklopf@colliergov.net**

SUBMISSION DEADLINE: February 23, 2011

4:00PM



Collier County Request for Proposals

I. INTRODUCTION

Collier County is soliciting qualifications and proposals from organizations for a project or projects to be funded under various grant sources including but not limited to: Housing and Urban Development (HUD) Neighborhood Stabilization Program (NSP); Community Development Block Grant – Recovery (CDBG – R); Community Development Block Grant (CDBG); State Housing Initiatives Partnership (SHIP) Program. The winning organization(s) will be required to enter into an Agreement with Collier County prior to commencing eligible activities.

The total amount of funding available may be in excess of \$3,000,000. Applicants are encouraged to present proposals that are scalable to the final amount made available. For example, a housing related project may best be presented on per unit basis as opposed to a comprehensive Countywide initiative.

Please note that certain grant funds may have restrictions based on but not limited to, location, income category served or eligible activities.

II. APPLICATION INFORMATION

General Instructions

For funding consideration, all organizations must meet the following *general* eligibility requirements:

1. Organizations must be located in Collier County and/or provide services within Collier County; and
2. Organizations must be public organizations, a private for-profit, non-profit organization or one with an IRS 501(c)3 designation; and
3. Be qualified to undertake activities as described under IV – Project Considerations.

Agencies and organizations responding to this Request for Proposals must complete the attached funding application. Completed applications may be submitted either by mail, in person or by email. Detailed instructions for each submission options are as follows:

MAIL

Send one (1) original and three (3) copies to:

Collier County
Housing, Human & Veteran Services
Attn: Meghan Poxon/Wendy Klopf
3339 E Tamiami Trail
Building H, Suite 211
Naples, Florida 34112

IN PERSON

Drop off one (1) original and three (3) copies at:
Collier County
Housing, Human & Veteran Services
Attn: Meghan Poxon/Wendy Klopf
3339 E Tamiami Trail
Building H, Suite 211
Naples, Florida 34112

EMAIL

Email completed application to the following addresses:

meghanpoxon@colliergov.net
wendyklopf@colliergov.net

APPLICATIONS MUST BE RECEIVED BY
Wednesday, February 23, 2011
4:00PM

The application must be **typed** (not handwritten). Use a binder clip to secure your application package (do not bind the application). Incomplete applications or applications submitted after the published deadline will not be considered. Once submitted, no application shall be amended, unless the amendment has been requested by the County. The County reserves the right to contact the applicant if additional information is required.

Organizations requiring technical assistance in completing this application should contact Meghan Poxon or Wendy Klopf at the email addresses listed above.

III. GENERAL REQUIREMENTS

A. Operating Agreement

Organizations approved for funding will be required to sign an Agreement with the County in order to insure compliance with the grant. Funds may not be obligated until the Agreement is accepted and signed by all parties.

B. Indemnification

Organizations approved for funding must agree to defend, indemnify, and hold harmless the County, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

C. Insurance

Organizations approved for funding will be required to obtain insurance coverage, which shall contain a provision, which forbids any cancellation, changes or material alterations without prior notice to the County at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the County prior to the execution of the Developer Agreement. The required insurance will be specified in the written agreement.

D. Program Monitoring

Applicants approved for funding will be required to maintain documentation of project implementation and submit required information necessary to monitor program accountability and progress in accordance with the terms and conditions of the Agreement. Monitoring will include, at a minimum, monthly monitoring reports, on-site monitoring and compliance reports and records as specified in the contractual agreement.

E. Notification

All applicants will be notified in March 2011 of organization selection(s). Receipt of an award letter is not a guarantee of funding. Please be aware that past funding does not guarantee future funding or funding at the same level as previous awards.

IV. PROJECT CONSIDERATIONS

Organizations should consider projects that may be ready to implement in the following categories:

1. Affordable rental property management
2. Acquisition and/or Rehabilitation of affordable multi-family properties
3. Energy efficiency improvements for affordable housing Energy efficiency upgrades for public facilities that serves low and moderate income citizens
4. Develop and/or operate affordable senior housing
5. Develop and/or operate affordable veteran housing
6. Health and safety improvement to residential homes in Immokalee or disadvantaged areas

Please note that certain grant funds may have restrictions based on but not limited to, location or income category served.

V. CRITERIA FOR EVALUATION OF PROPOSALS

Applications will be evaluated, scored and ranked based on the following criteria and point system.

The Collier County Department of Housing, Human & Veteran Services utilizes evaluation forms with a set of specific criteria to evaluate all proposals. In addition to the determination of eligibility per HUD regulations, the evaluation form includes the categories as listed below. All applications will be scored and ranked as follows.

CRITERIA	MAXIMUM POINTS
Organizational Capacity	30
Program and Financial Management Effectiveness and Accountability	30
Project Description	30
Application Completeness	10
TOTAL	100

**COLLIER COUNTY
HOUSING, HUMAN & VETERAN SERVICES
APPLICATION COVERSHEET**

Applicant Name:

Please place this checklist on top of your application. Submit the following pages in the order outlined below, plus required exhibits and any attachments.

APPLICATION CHECKLIST

- Applicant Information
- Certifying Representative
- Organizational Capacity
- Program and Financial Management Effectiveness and Accountability
- Project Description
- Budget Detail
- Work Schedule
- Certification
- Debarment Letter
- List of Board of Directors and/or Officers

**COLLIER COUNTY
HOUSING, HUMAN and VETERAN SERVICES
GRANT APPLICATION**

APPLICANT INFORMATION

Applicant Name:	
Applicant Mailing Address:	
Physical Address (if different):	
Phone:	Fax:
Email Address:	
Contact Person:	Title:
Contact Person Email Address:	
Contact Person Phone:	
Federal Tax ID #:	

Project Name:
Amount of Funding Requested: \$
Total Project Cost: \$

1. Is your organization a private non-profit with 501(c)(3) status? Yes No

2. If awarded funding, the following documents may be required:
 - IRS 501(C)(3)
 - Certification of Incorporation
 - Certification of Insurance
 - Article of Incorporation & By-laws
 - Resumes of Key Staff
 - Organization Chart
 - Job Descriptions
 - Current Year Balance Sheet
 - Last Audit & Audit Letter
 - Evidence of Section 3 Compliance
 - Dun & Bradstreet Number

3. If funding is awarded, the organization or agency must agree to make available upon request by the Collier County Department of Housing, Human & Veteran Services and the United States

Department of Housing and Urban Development financial and organization records. These records include, but are not limited to, case receipts journal, cash disbursements journal, general ledger, payroll records, personnel files, written procurement procedures, inventory, travel policy, audit reports and monitoring reports.

CERTIFYING REPRESENTATIVE <i>Person authorized to sign contract, if approved</i>
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To the best of my knowledge and belief, data in this proposal are true and correct.

I have been duly authorized to apply for this funding on behalf of this agency. I understand that this grant funding is conditioned upon compliance with state regulations and applicable United States Department of Housing and Urban Development regulations.

I grant Collier County access, with notice, to review agency records, make site visit(s), and make other inquiries related to this application.

Signature:
Typed Name:
Typed Title:
Date:

ORGANIZATIONAL CAPACITY

1. Explain your organization's experience in completing the activity listed in your application. Explain how your organization has sufficient capacity to administer the proposed project. Include staffing level, qualifications of key staff and organizational structure.
2. Explain your organization's ability to comply with grant reporting requirements.
3. Comment on your organization's knowledge of and ability to follow federal/state project guidelines.
4. Include a summary your organization's past participation in federally/state funded programs as well as the number of clients assisted, location of each project and total dollars expended per project.

PROGRAM & FINANCIAL MANAGEMENT EFFECTIVENESS & ACCOUNTABILITY

1. Explain the management and financial ability of your organization to provide financial oversight for grant funds.
2. Explain the ability of your organization to provide programmatic oversight for this grant funded program.
3. Explain how your organization will provide funding for your proposed project during the reimbursement process. Include all funding sources for your proposed project.

4. What obstacles does the organization anticipate when implementing the project? How does the organization plan to overcome these obstacles?

BUDGET DETAIL

Provide a detailed, line item budget for the proposed activity.

Line Item	Grant Funds

TOTAL FUNDS REQUESTED: \$ _____

PROJECT DESCRIPTION *

1. What is the purpose of the project? Be specific and concise.

2. How many units will be completed during operation of the proposed activity?

3. What is the total cost of the proposed project? (Dollar amount only; detailed budget section appears above)

4. How many beneficiaries (both total and Low to Moderate Income) will the proposed activity benefit? (Please see the attached chart)

- a. Total number: _____
- b. LMI number: _____

5. Where is the proposed project located?

**If your application is for the eligible activity of property management, please only complete question #1 under Project Description.*

WORK SCHEDULE

Provide a detailed, line item work schedule for the proposed activity.

Activities	Estimated Completion Date

END OF REQUEST FOR PROPOSAL
FOLLOWING ARE ATTACHMENTS AND EXHIBITS THAT MAY BE REQUIRED

EXHIBIT "A"

2010 HUD INCOME LIMITS

HOUSEHOLD SIZE	30% AMI EXTREMELY LOW	50% AMI VERY LOW	80% AMI LOW INCOME	120% AMI MODERATE
1	\$15,200	\$25,350	\$40,500	\$60,840
2	\$17,400	\$28,950	\$46,300	\$69,480
3	\$19,550	\$32,550	\$52,100	\$78,120
4	\$21,700	\$36,150	\$57,850	\$86,760
5	\$23,450	\$39,050	\$62,500	\$93,720
6	\$25,200	\$41,950	\$67,150	\$100,680
7	\$26,950	\$44,850	\$107,640	\$107,640
8	\$28,650	\$47,750	\$114,600	\$114,600

* Naples-Marco Island MSA

* 2010 Median Income \$72,300

EXHIBIT "B"

INSTRUCTIONS

CERTIFICATION REGARDING

DEBARMENT, SUSPENSION, INELIGIBILITY

AND VOLUNTARY EXCLUSION AGREEMENTS/SUB-AGREEMENTS

1. Each non-profit/contractor of federal financial and non-financial assistance that equals or exceeds \$100,000 in federal monies must sign this debarment certification prior to agreement execution. Independent auditors who audit federal programs regardless of the dollar amount are required to sign a debarment certification form. Neither Collier County Housing, Human & Veteran Services nor its agreement non-profit/contractors can contract with subcontractors if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract is entered into. If it is later determined that the signed knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The non-profit/contractor shall provide immediate written notice to the grant manager at any time the non-profit/contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred," "suspended," "ineligible," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 and 45 CFR (Code of Federal Regulations), Part 76. You may contact the grant manager for assistance in obtaining a copy of those regulations.
5. The non-profit/contractor further agrees by submitting this certification that, it shall not knowingly enter into any sub-agreement with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract unless authorized by the Federal Government.
6. The non-profit/contractor further agrees by submitting this certification that it will require each subcontractor of agreements and/or contracts referencing this contract whose payment will equal or exceed \$100,000 in federal monies, to submit a signed copy of this certification with each sub-agreement.
7. Collier County Housing, Human & Veteran Services may rely upon a certification by a non-profit/contractor or subcontractor entity that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting or subcontracting unless the department knows that the certification is erroneous.
8. The non-profit/contractor may rely upon a certification by a subcontractor entity that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless the non-profit/contractor knows that the certification is erroneous.

9. The signed certifications of all subcontractors shall be kept on file with non-profit/contractor.

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

(1) The prospective non-profit/contractor certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracting with Collier County Housing and Human Services by any federal department or agency.

(2) Where the prospective non-profit/contractor is unable to certify to any of the statements in this certification, such prospective non-profit/contractor shall attach an explanation to this certification.

Signature:
Typed Name:
Typed Title:
Date: