

**Collier County
Housing, Human and Veteran Services**

Request for Project Applications

**DISASTER RECOVERY INITIATIVE (DRI)
DISASTER RECOVERY ENHANCEMENT FUNDS (DREF)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
Through the Florida Department of Economic Opportunity (DEO)**

SUBMIT PROPOSALS TO:

**COLLIER COUNTY HOUSING & HUMAN SERVICES
3339 E TAMIAMI TRAIL
BUILDING H, SUITE 211
NAPLES, FL 34112**

SUBMIT BY:

February 1, 2013; 2:00PM

Collier County
Request for Project Applications
Community Development Block Grant
Disaster Recovery Initiative and Disaster Recovery Enhancement Funds

I. INTRODUCTION

Collier County is soliciting proposals from organizations for projects to be funded with unobligated funds from previously announced Disaster Recovery Initiative and Disaster Recovery Enhancement Funds availability.

Community Development Block Grant (CDBG) disaster relief funding was made available to Florida by the United States Department of Housing and Urban Development, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et. seq.) for federally declared natural disasters that occurred during 2005 (hurricane Wilma) and 2008 (Tropical storms Fay, Ike and Gustav). Funds were made available to Florida and allocated to communities throughout the state to assist in the recovery from federally declared natural disasters.

Collier County has unobligated funds in the estimated amount of \$1,122,140 from Disaster Recovery Grants #08DB-D3-09-21-01-A03, #10DB-D4-09-21-01-K09 and Disaster Recovery Enhancement grant #12DB-P5-09-21-01-K39.

The funds may be used for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure, and housing in areas affected by the 2005 and 2008 storms. Proposed projects must address repairs and/or improvements that will mitigate future damage from similar disasters.

Funds are made available through the Florida Department of Economic Opportunity and the Department of Housing and Urban Development (HUD); projects must meet one or more of three CDBG National objectives:

- Benefits low- and moderate-income persons or households
- Aids in the prevention or elimination of slums or blight
- Meets a recent community need having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare

II. APPLICATION INFORMATION

General Instructions

For funding consideration, all proposed projects 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.

In addition, proposed projects must meet one of the three (3) CDBG national objectives detailed in 24 CFR §570.200:

1. Primarily benefit low to moderate income (LMI) persons; or
2. Aid in the prevention or elimination of slums or blight; or
3. Address a community development need having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such need.

Agencies and organizations responding to this Request for Proposal (RFP) must complete the attached funding application.

One (1) original and five (5) copies of the completed application package and all attachments, exhibits, and supplementary information must be submitted to:

Collier County
Housing, Human and Veteran Services Department
ATTN: DRI/DREF
3339 E Tamiami Trail
Building H, Suite 211
Naples, Florida 34112

**APPLICATIONS MUST BE RECEIVED BEFORE 2:00 P.M.
Friday February 1, 2013**

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 proposal 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.

Applicants requiring information regarding the regulations governing the CDBG/DRI/DREF programs, technical assistance with this application or other help should contact the Collier County Housing, Human and Veteran Services Department at 239-252-4663. The application package is also available on Collier County website at <http://www.colliergov.net/housing>

III. GENERAL REQUIREMENTS

A. Operating Agreement

Non-profit agencies and organizations approved for funding will be required to sign an agreement with the County in order to insure compliance with CDBG/DRI/DREF/DREF/DREF program. Funds may not be obligated until the agreement is accepted and signed by all parties.

B. Indemnification

Non-profit agencies and 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

Agencies and 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 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 February of 2013 if project selections. Receipt of an award letter is not a guarantee of funding.

IV. PROJECT CONSIDERATIONS

Applicants are encouraged to present a proposal that, if implemented, will result in substantial disaster relief, long-term recovery, restoration of infrastructure and housing in areas affected by the 2005 and 2008 storms. In addition projects may make repairs and improvements that will mitigate future damage from similar disasters.

Prior to preparing a proposal for submission, applicants are encouraged to contemplate their ability to produce the required documentation and articulate the need for the project.

If awarded a project it is the subrecipient/grantees responsibility to perform an environmental review or potential environmental assessment as required by volume 24 of the Code of Federal Regulations (CFR) Part 58. The grantee may perform this activity themselves or procure a capable entity to complete the task. The Document will then be certified by the local certifying official. When applying please include the cost of this activity as part of the budget. Readiness

for this task must be presented upon award. The county will not enter into an agreement until such time as full approval is received by the DEO

V. CRITERIA FOR EVALUATION OF PROPOSALS

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

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

CRITERIA	MAXIMUM POINTS
Disaster Recovery Priority and Need	20
Documentation of Storm Related Damage or current conditions to be addressed with hurricane hardening activities	20
Project Description	20
Readiness to Implement	20
Application Completeness	20
TOTAL	100

The following is a detailed account of how the criteria above will be applied to each proposal. The information requested is specific. All applicants are strongly encouraged to carefully review the evaluation criteria and ensure that all proposals submitted enable the Collier County Department of Housing, Human and Veteran Services to evaluate the project’s purpose, intent and value. An applicant would greatly benefit by using the following questions as a “checklist” when preparing a proposal.

1. Disaster Recovery Priority and Need (Maximum Points: 20)
 - a. Has the applicant provided a complete and rational explanation of the process by which the project outlined in the application was determined to be a priority for the Collier County disaster recovery initiative?
 - b. Has the applicant demonstrated the project’s benefit?
 - c. Does the proposal articulate the need for the project?

2. Documentation of Storm Related Damage (Maximum Points: 20)
 - a. Does the application contain “before” and “after” photographs documenting conditions prior to the 2005 or 2008 storm seasons?
 - b. Does the application contain photographs documenting conditions that would benefit from hurricane hardening activities?

- c. Has the applicant provide reports, such as FEMA, Damage Assessment, insurance, police, county, etc.?
 - d. Were any newspaper articles related to damage included in the application?
 - e. Did the applicant include any television news stories about the damage (on DVD as an attachment to the application)?
 - f. Does the application contain any code enforcement or public works department reports or statements relating to storm damage?
3. Project Description (Maximum Points: 20)
- a. Is the purpose of the project clearly stated?
 - b. Has the applicant identified the national objective met by the project (national objectives listed on page two of this request for proposals)?
 - c. Does the application include the number of units to be completed (i.e. linear feet of waterlines, installed homes rehabilitated, etc.)?
 - d. Is the cost of the project clearly stated?
 - e. Are the beneficiaries (total number and number of LMI) of the project listed?
 - f. Is the location(s) of the project identified?
4. Readiness to implement (maximum Points: 20)
- a. Has design work been completed or planned for the project?
 - b. Is there a feasible and logical work plan?
 - c. Does the organization have qualified staff to implement the project?
5. Application Completeness (Maximum Points: 20)
- a. Is the application signed?
 - b. Was the application received by the deadline?
 - c. Are all necessary exhibits attached?
 - d. Has the applicant clearly and rationally answered all questing contained in the four criteria measures listed above?

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

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
- Eligible Activity Selection(s)
- Disaster Recovery Priority and Need
- Reason for CDBG/DRI/DREF/DREF/DREF Funding
- Documentation of Storm Related Damage
- Project Description
- Budget Detail
- Work Schedule
- Environmental Information
- REQUIRED EXHIBITS 1-12, listed on page 14 of this document

**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 #:	

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

2. If your organization or agency is faith based, please identify national or state affiliation and provide your mission statement. All faith-based organizations must complete and attach Acknowledgement of Religious Organization Requirements.

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

Person authorized to sign contract, if approved

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 federal CDBG 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:

ELIGIBLE ACTIVITIES

This table provides a list of activities eligible for funding. Please indicate which activity or activities your proposal intends to undertake. To indicate your selection(s), place an “X” in the column labeled “Proposed”. Please note that projects must make repairs and/or improvements that will mitigate future damage from storm related disasters.

ACTIVITY NAME	PROPOSED
Acquisition for rehabilitation	
Acquisition in 100 year flood plain or Acquisition, acquisition (in support of), acquisition of real property, acquisition: land, building, easement or right-of-way	
Asbestos removal / lead based paint abatement	
Clearance and Demolition	
Code enforcement	
Commercial/industrial building acquisition, commercial rehab, demolition	
Demolition of vacant dilapidated housing units	
Demolition of vacant dilapidated structures (other than housing)	
Fire protection, fire hydrants, water facilities, lines, tank, treatment, well	
Fire station, equipment	
Flood & drainage, hazard mitigation, flood & drainage, storm drains, catch basin, retention pond, curb & gutter	
Housing rehab plumbing	
Open space parks, playgrounds, recreational facilities	
Other commercial/business Assistance	
Other commercial/industrial improvements	
Parking facilities, spaces	
Permanent relocation as part of hazard mitigation, permanent relocation, temporary relocation	
Potable well & septic system installation	
Public facilities & improvements (OTHER)	
Recreation/neighborhood center, senior center	
Rehab, multi unit residential	
Rehab, public/private owned commercial/industrial	
Rehab, single unit residential	
Rehabilitation of commercial buildings, facade, section 504 compliance, correction of code violation, building rehab by owner/tenant	
Relocation of commercial facility	
Relocation of utilities to underground	
Removal of architectural barriers in public buildings	
Replacement housing	
Sewage treatment plant, sewer lines & components, sewer line replacement, other sewer facilities force sewer main, gravity sewer main, treatment, pump/lift stations	
Sidewalks and pedestrian malls	
Solid waste disposal improvements	
Street improvements, resurfacing	
Utility hookups	
Water and/or sewer hookups for housing units	
Water facilities, water & sewer improvements in general, nonresidential water hookups; new potable water lines	

DISASTER RECOVERY PRIORITY AND NEED

Project Name:

Amount of Funding Requested: \$

Total Project Cost: \$

1. Provide an explanation of the process by which the proposed activity was determined to be a priority for the Collier County disaster recovery initiative.
2. How will successful completion of the proposed activity benefit Collier County and its residents?
3. Explain why the proposed activity is need in Collier County.

REASON FOR CDBG/DRI/DREF FUNDING

1. Describe why CDBG/DRI/DREF funding is needed to implement and complete the proposed project.
2. How does the proposed activity relate to the 2005 or 2008 hurricane seasons or hurricane hardening activities? Provide documentation as needed (may be attached to the proposal).

**DOCUMENTATION OF STORM RELATED DAMAGE OR CURRENT
CONDITIONS IN NEED OF HURRICANE HARDENING**

1. Provide pictures of the proposed site to document the condition before and after a named storm or current conditions in need of hardening activities.

2. Provide reports, such as FEMA, Damage Assessment, insurance, police, etc., to document damage caused by named storms (may be attached to the proposal). If no such reports exist, provide an explanation for their absence.
3. Provide copies of any newspaper articles about storm damage that is relevant to the proposed project. If none, indicate by "N/A".
4. Provide copies, on DVD, of any television news stories about storm damage that is relevant to the proposed project. If none, indicate by "N/A".
5. Include copies of any reports generated by code enforcement, public works or other related agency about storm damage that is relevant to the proposed project. If none, indicate by "N/A".

PROJECT DESCRIPTION

1. What is the purpose of the project? Be specific and concise.
2. What national objective(s) does the proposed project address?
 - a. Primarily benefits low to moderate income (LMI) persons
 - b. Aids in the prevention or elimination of slums or blight
 - c. Addresses a community development need having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such need
3. How many units will be completed during operation of the proposed activity? Provide information such as linear feet of waterlines, homes rehabilitated, etc.
4. What is the total cost of the proposed project? (Dollar amount only; detailed budget section appears below)
5. How many beneficiaries (both total and LMI) will the proposed activity benefit?
 - a. Total number: _____
 - b. LMI number: _____

ENVIRONMENTAL INFORMATION

7. Has work begun on any part of the project? If yes, please describe.

BUDGET DETAIL

Provide a detailed, line item budget for the proposed activity. **Important note:** Collier County strongly recommends that all engineering activities be funded by the applicant and completed before the grant awards are made. As such, we would strongly recommend applicants not request grant funding for engineering activities.

Line Item	CDBG/DRI/DREF Funds

TOTAL CDBG/DRI/DREF/DREF/DREF FUNDS REQUESTED: \$ _____

WORK SCHEDULE

Provide a detailed, line item work schedule for the proposed activity. **Important note:** All projects should have a work schedule not exceeding twelve (12) months. Preliminary technical assistance will be available between the award and agreement period to help insure project readiness.

Estimated Completion Date	Activities

To the best of your knowledge, please answer the following questions as relates to the environmental aspects of the proposed project.

1. Project/property is located on a historical or archeological site Yes No
2. Project/property is in a 100-year flood plain Yes No
3. Project/property is in a wetland area Yes No
4. Project/property is in a coastal barrier area Yes No
5. Project/property is within a half-mile of an airfield Yes No
6. Project/property is near storage or manufacturing facility of industrial products Yes No
7. Project/property is on or near soil contaminated by diesel/fuel or gasoline Yes No
8. Is the proposed activity expected to impact the environment in any negative manner or pose a hazard or nuisance? Yes No
9. Are any endangered or threatened or listed species located on the proposed project site? Yes No
10. Are there any environmental concerns or impediments associated with the proposed activity? Yes No
11. Is the proposed activity expected to adversely affect the environment? Yes No
12. Is the proposed project property zoned? Yes No N/A

If any of the above items are marked yes, please provide an explanation of how the proposed project is affected and the expected impact on the surrounding environment.

END OF REQUEST FOR PROPOSAL

FOLLOWING ARE ATTACHMENTS AND EXHIBITS THAT ARE REQUIRED

REQUIRED EXHIBITS

Please attach and label as follows:

- Exhibit 1. Copy of 501(c) (3) Certificate from IRS
- Exhibit 2. Articles of Incorporation
- Exhibit 3. By-Laws
- Exhibit 4. Organizational Chart
- Exhibit 5. List of Current Board of Directors
- Exhibit 6. Resumes, Pay Scales with job Descriptions
- Exhibit 7. State of Florida Certificate of Good Standing
- Exhibit 8. Board Resolution authorizing submittal of grant application
- Exhibit 9. Most recent financial statement or audit
- Exhibit 10. Certificate of liability insurance
- Exhibit 11. Acknowledgement of Religious Organization Requirements, if applicable. Find on page 15.
- Exhibit 12. Debarment certification form. Find on pages 16 and 17.

HUD INCOME GUIDELINES

**NAPLES FL. FY 2013 MEDIAN FAMILY
HUD INCOME GUIDELINES
EFFECTIVE December 1, 2013**

Table 1: Median Family Income (MFI) by Household Size			
Household Size	30% of MFI	50% of MFI Very Low	80% of MFI Low
1	14,500	24,250	38,750
2	16,600	27,700	44,300
3	18,700	31,150	49,850
4	20,750	34,600	55,350
5	22,450	37,400	59,800
6	24,100	40,150	64,250
7	25,750	42,950	68,650
8	27,400	45,700	73,100

Acknowledgement of Religious Organization Requirements

In accordance with the First Amendment of the United States Constitution "church/state principles," Community Development Block Grant CDBG/HOME/SHIP assistance may not, as a general rule, be provided to primarily religious entities for any secular or religious activities.

Therefore, the following restrictions and limitations apply to any provider which represents that it is, or may be deemed to be, a religious or denominational institution or an organization operated for religious purposes which is supervised or controlled by or operates in connection with a religious or denominational institution or organization.

A religious entity that applies for and is awarded CDBG/HOME/SHIP funds for public service activities must agree to the following:

1. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference to persons on the basis of religion.
2. It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion.
3. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services.
4. The portion of a facility used to provide public services assisted in whole or in part under this agreement shall contain no sectarian or religious symbols or decorations; and
5. The funds received under this agreement shall be use to construct, rehabilitate or restore any facility, which is owned by the provider and in which the public services are to be provided. However, minor repairs may be made if such repairs are directly related to the public services located in a structure used exclusively for non-religious purposes and constitute in dollar terms, only a minor portion of the CDBG/HOME/SHIP expenditure for the public services.

I hereby acknowledge that I have read the specific requirements contained in this attachment and that eligibility of my organization's project depends upon compliance with the requirements contained in this agreement.

Signature: _____ Date: _____
Printed name and title _____

STATE OF FLORIDA
COUNTY OF COLLIER

The foregoing instrument was acknowledged before me this _____ day of _____, 2009, by _____ as _____ for _____.

Signature of Notary Public

[NOTARIAL SEAL]

Print Name

Personally Known ___ OR Produced Identification ___

**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 and 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 and 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, Human and Veteran 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: