

Collier County Housing, Human and Veteran Services  
Request for Application  
Disaster Recovery Initiative (DRI)  
Disaster Recovery Enhancement Funds (DREF)  
Community Development Block Grant (CDBG)  
Through the Florida Department of Economic Opportunity (DEO)  
Fiscal Year 2008



**DEADLINE TO SUBMIT:**

**MONDAY, January 20, 2014 NO LATER THAN 3:00 P.M.**

**ANY APPLICATION RECEIVED AFTER 3:00 P.M. WILL BE RETURNED TO THE APPLICANT AND WILL NOT BE CONSIDERED. THE RESPONSIBILITY FOR SUBMITTING APPLICATIONS BEFORE THE STATED TIME AND DATE IS SOLELY THE RESPONSIBILITY OF THE APPLICANT. THE COUNTY WILL NOT BE RESPONSIBLE FOR DELAYS CAUSED BY MAIL, COURIER SERVICE OR ANY OTHER ENTITY OR OCCURRENCE.**

Collier County Housing, Human and Veteran Services  
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**PRIORITIES FOR FISCAL YEAR 2008 DISASTER RECOVERY INITIATIVE AND DISASTER RECOVERY ENHANCEMENT FUNDS (DRI/DREF)**

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

DRI and DREF are State Community Development Block Grant (CDBG) disaster relief funds and 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.). The purpose of the funds is to assist persons and/or facilities with repairs from declared natural disasters that occurred during the 2008 storm season, (Tropical storms Fay, Hurricanes 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 total amount of \$1,800,000 from the following grants:

<b>Funding Source</b>	<b>Grant Number</b>	<b>Amount Available</b>
DRI and DREF	10DB-D4-09-21-01-K09 (\$1.0 million) and #12DB-P5-09-21-01-K39 (\$800,000)	\$1,800,000
	Total to be Allocated	\$1,800,000

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 2008 storm season. 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 Small Cities Program from the U.S. Department of Housing and Urban Development (HUD).

All program activities must meet one of the National Objectives listed below:

<b>National Objective</b>	<b>Description</b>	<b>Federal Regulation Citation</b>
1	Principally benefits low and moderate income persons or households who earn at or below 80% of the median income	24 CFR 570.208(a)
2	Aid in the prevention of elimination of slums or blight	24 CFR 570.208(b)
3	Qualifies as a certified urgent need	24 CFR 570.208(c)

**IDENTIFIED PRIORITIES**

In order to guide community based non-profit and for-profit organizations seeking funding, the County has developed certain strategies to accomplish the goals, objectives and policies within the County’s Action Plan for the Use of 2008 Disaster Recovery Funds. The County’s DRI/DREF Action Plan has identified the following priority needs:

Eligible Activities	Eligible Projects	Funding Minimum by Activity
<ul style="list-style-type: none"> <li>• Public Assistance (Infrastructure/Public Facilities)</li> </ul>	<ul style="list-style-type: none"> <li>• Repairs and improvements to streets</li> <li>• Water/Sewer systems</li> <li>• Drainage facilities</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Business (Commercial revitalization)</li> </ul>	<ul style="list-style-type: none"> <li>• Repairs/improvements to buildings in commercial/business areas and related activities</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Housing</li> </ul>	<ul style="list-style-type: none"> <li>• Rehabilitation</li> <li>• Replacement</li> <li>• Temporary/permanent relocation</li> <li>• Floodplain housing acquisition and household relocation</li> </ul>	<ul style="list-style-type: none"> <li>• \$230,000 (DREF-K39 Grant) Affordable rental housing*</li> </ul>

\*Collier County is required to spend at least \$230,000 of the \$800,000 identified in 12DB-P5-09-21-01-K39 grant on affordable rental housing projects.

**GENERAL APPLICATION INFORMATION**

For supplemental funding consideration, all projects must meet the general eligibility requirements listed below.

1. Organizations must be located in Collier County **OR** provide services within Collier County.
2. Organizations must be a public organization, a private for-profit, or a non-profit organization with an IRS 501(c)3 designation.
3. Organizations who have received funding in the past must have acceptable past and/or current performance on County funded projects.
4. Activities will not be funded unless the organization has developed realistic cost estimates and timelines and demonstrated past financial stability.
5. The proposed project is determined to be economically feasible and implementation will occur in nine (9) months. The project will be completed in a timely and cost effective manner. If additional funding is to assist the completion of the project, applicant must identify funding source in the application and must be sufficient to complete the project.
6. The proposed activity or service will complement and not duplicate or supplant planned or existing activities or services.
7. The proposed activity does not require displacement of individuals or produce any adverse effects to the community or environment.
8. Applicant has the administrative capacity and experience to plan and implement the proposed activity or service.

9. Applicant has the financial capacity to continue operations until pay requests are processed by the Clerk of Court and demonstrate a minimum of 60 days cash on hand Demonstration will be in the form of the most current balance sheet.
10. Collier County reserves the right to provide additional funding to existing projects that have applied from previous funding cycles to expand and/or enhance an existing project.

### APPLICATION SUBMISSION INFORMATION

1. The application must be typed (not handwritten).
2. **One (1) printed original and five (5) separate CD or thumb/flash drives** each containing saved application and attachments in their entirety. CD or thumb/flash drive **MUST** be clearly marked with applicants name, date and funding request. All attachments shall be incorporated into the application and shall be saved as one PDF document.
3. Use a binder clip or rubber band to secure your application package. Do not use staples or binders.
4. Double sided documents **will not** be accepted. Single sided only.
5. The following information **MUST** be included in your grant application to be reviewed:
  - a. Original signature by authorized person certifying application. Original signature must be in **BLUE ink. If original signature is not submitted, application will be rejected.**
  - b. 501(c)3 IRS Tax Exemption Letter
  - c. Articles of Incorporation (as amended – most recent)
  - d. By-Laws
  - e. Organizational Chart
  - f. List of current Board of Directors – indicate term limits and officers
  - g. Resumes, pay scales with job descriptions for those within the organization who will manage the project.
  - h. State of Florida Certificate of Good Standing
  - i. Board Resolution authorizing submittal of grant application
  - j. Last 3 years completed audited financial statement, including Management Letter and auditors notes
  - k. Acknowledgement of Religious Organization (attached), as applicable
  - l. Debarment Letter. Must attach a separate executed debarment letter from each of the following:
    - i. Each Board of Director member
    - ii. Officers of the Board
    - iii. Executive Director
    - iv. All employees and supervisors that will work on the grant
  - m. Organization’s Conflict of Interest Policy/Procedures
  - n. Procurement Policy
  - o. Organization’s Most Current Balance Sheet
6. Please do not include instructional and/or informational pages in the application.
7. HHVS will not accept faxed or email applications.
8. Do not use folders or cover pages or report covers in submittal.
9. DRI/DREF supplemental funding cycle grants are nine (9) commitments only.
10. **Any incomplete applications, not in the attached required format or does not follow the information above will automatically be disqualified. Applications submitted after the due date will not be accepted. Missing the deadline will automatically result in elimination of eligibility to apply.**
11. ***Once submitted, no amendments will be allowed unless an amendment is requested by the County. The County reserves the right to request additional information.***

12. Prior to the preparation of a request for funding, applicants are *strongly advised* to determine if the proposed activity or project is an eligible activity as defined by HUD regulations. A summary of HUD regulations applicable to the use and administration of DRI/DREF funds. Applications failing to meet established National Objectives (identified on page 3) or determined to be ineligible under other applicable regulations will not be considered for funding.
13. Do not submit initial pages with the application. Submit information beginning with Page 13.

## **GENERAL REQUIREMENTS**

### **A. Operating Agreement**

Non-profit agencies and for-profit organizations approved for funding will be required to sign an agreement with the County in order to insure compliance with DRI/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) calendar 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 coverage/limitations 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 2014 of project selections. Receipt of an award letter is not a guarantee of funding.

## **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 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 and final review and approval will be obtained

from the Department of Economic Opportunity. 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 provide a Notice to Proceed until such time as the environmental review is fully approved and received by the DEO.

**FUNDING AVAILABILITY**

The funding application anticipates the availability of DRI/DREF funds from the Florida Department of Economic Opportunity. HHVS anticipates the department will have approximately \$1,800,000 available to fund supplemental projects. However, the department reserves to the right to amend the funding amount.

**SUBMITTAL DEADLINE**

Responses to the Funding Request are **due on Monday, January 20, 2014 no later than 3:00 pm at:**

Collier County Housing, Human and Veteran Services  
Attention: Elly Soto McKuen, Operations Analyst  
3339 E. Tamiami Trail, Suite 211  
Naples, FL 34112

***LATE APPLICATIONS WILL NOT BE ACCEPTED***

## **APPLICATION REVIEW**

Once submitted, HHVS will evaluate applications in a two-phase process. In the initial phase staff will review the application for:

- Conformance to the submission requirements
- Compliance with DRI/DREF regulations
- Level of Risk per the HUD Risk Assessment Form
- Capacity and experience
- Project feasibility
- Adherence to DRI/DREF priorities
- Past Performance Evaluation

Documentation for these items will be supplied to the Review and Ranking Committee

The second phase will involve an evaluation, scoring and recommendation by the Review and Ranking Committee (RRC). During this phase, and at its discretion, County staff, with the participation of the RRC, may conduct interviews with qualifying applicants, and/or request additional information in the form of Cure Questions in order to provide the applicant the opportunity to clarify their application.

## **EVALUATION CRITERIA**

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

CRITERIA	MAXIMUM POINTS
Disaster Recovery Priority and Need	15
Documentation of Storm Related Damage	20
Current conditions addressed with hurricane hardening activities	20
Project Description	25
Readiness to Implement	20
TOTAL	100

## **EVALUATION CRITERIA**

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 HHVS 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: 15)



- 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?  
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. Were any newspaper articles related to damage included in the application?
  - c. Did the applicant include any television news stories about the damage (on DVD as an attachment to the application)?
  - d. Does the application contain any code enforcement or public works department reports or statements relating to storm damage?
3. Current conditions addressed with hurricane hardening activities (Maximum Points: 20)
- a. What current conditions are directly related to the named storms funded by these grants?
  - b. Does the application contain photographs documenting conditions that would benefit from hurricane hardening activities?
  - c. Does the application contain any code enforcement or public works department reports or statements?
4. Project description (Maximum Points: 25)
- 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 three 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?
  - g. Is an area map of the area provided?
5. 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?

## PROJECT APPROVAL AND CONTRACT DEVELOPMENT

The County anticipates, but is not bound by, the following schedule for reviewing applications and recommending funding for the supplemental cycle.

Dec 5, 2013	Advertisement in NDN and Immokalee Bulletin announcing grant application cycle open
Dec 6, 2013	Application available online and by email (45 day application period)
Dec 17, 2013	Technical Assistance in Immokalee - Public Library
Jan 9, 2014	Technical Assistance in Golden Gate - Community Center
Jan 20, 2014	Grant Applications Due @ HHVS NLT 3:00 p.m.
Jan 24, 2014	Staff Review, Evaluation, and Feasibility of Projects
Jan 25, 2014	Staff delivers applications to Review Committee members
Jan 30, 2014	Application Committee meeting to Review & Scoring
Feb 3-Feb 6, 2014	Cure Period
Feb 6, 2014	Advertisement to NDN for Supplemental funding Cycle projects (10 day comment period) and Immokalee Public Meeting ( 5 day notice requirement)
Feb 12, 2014	Immokalee Public Meeting
Feb 10, 2014	CATF Committee Presentation-Project Recommendations
Feb 22, 2014	10 day comment period ends
Feb 25, 2014	BCC approval of DRI/DREF funding recommendations
Feb 26, 2013	Information with funding recommendations sent to DEO for approval

## APPLICATION CHECKLIST

Insert Organization's Name and Project Name

### COLLIER COUNTY FISCAL YEAR 2013/2014 HHVS GRANT APPLICATION COVER CHECKLIST

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

## APPLICATION CHECKLIST

- Applicant Information
- Agency Organization Information
- Project Summary Information
- National Objectives
- Project Description and Goals
- Project Implementation Plan and Readiness to Implement
- Experience and Capacity
- Financial Management and Budget
- Budget Summary and Itemization Sheet-Operating and Services
- Budget Summary and Itemization Sheet-Construction and/or Rehabilitation
- Estimated Program Income
- Leveraged or Match Funds
- Environmental Issues
  
- Exhibits**
  - 501 (c) (3) IRS Tax Exemption Letter
  - Articles of Incorporation
  - By-Laws
  - Organizational Chart
  - List of Board of Directors
  - Resumes, Pay Scales with Job Descriptions
  - State of Florida Certificate of Good Standing
  - Board Resolution authorizing submittal of grant application
  - Preceding 3-year audits including management letter and findings
  - Acknowledgement Letter
  - Affidavit of Compliance with Federal, State, Local Regulations
  - Certification of DRI/DREF Funded Construction/Rehabilitation Projects
  - Acknowledgement of Religious Organization Requirements
  - Certification Regarding Debarment, Suspension, Ineligibility Voluntary Exclusion

- Procurement Policy
- Organization's Most Current Balance Sheets

**ACKNOWLEDGEMENT LETTER**

**All applicants shall incorporate this letter in the grant application submittal on the organization's letterhead. This will be page 2 of the application packet following the checklist.**

Date, 2013

Ms. Kimberley Grant, Director  
Collier County Housing, Human and Veteran Services  
3339 E. Tamiami Trail, Suite 211  
Naples, FL 34112

RE: Request for Funding under the DRI/DREF Supplemental Funding Grant Application Cycle

Dear Ms. Grant and members of the RRC:

I have read the Collier County Housing, Human and Veteran Services (HHVS) application for DRI/DREF Supplemental Funding Cycle. On behalf of \_\_\_\_\_ (*Organization's Name*), as the duly authorized signatory for \_\_\_\_\_ (*Organization's Name*), I agree to and accept the terms, specific limitations, and conditions expressed therein. In addition, I have read, rely upon, acknowledge and accept the County's Disclosure and Disclaimer, which is attached hereto and is fully incorporated into this letter.

By signing below, the undersigned acknowledges that he/she has read and understand the Certifications attached hereto as Appendix \_\_\_ and, if awarded DRI/DREF funds, as applicable, \_\_\_\_\_ (*Organizations' Name*) will be able to comply fully with the provisions of those Certifications and will be able to comply with all additional applicable federal, state and local requirements, including procurement and financial management. Applicant also acknowledges that if a funding recommendation is made for less than the full amount applied for, additional documentation including a revised budget, scope of work and proposed accomplishments may be requested prior to final funding determinations. The County reserves the right to verify that the authorized signature above is authorized to bind the Applicant (on behalf of the Organization) and may require the Application to submit documentation verifying such authority.

The \_\_\_\_\_ (*Organization's Name*) also attaches a letter designating the person that has signatory authority to bind the organization should funding be allocated. The signatory letter must be notarized.

Sincerely,

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Name and Title

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

**APPLICANT INFORMATION**

**Organization Name:** \_\_\_\_\_

**Organization Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Physical Address if different:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact Person/Title:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**Federal Tax ID #:** \_\_\_\_\_

**DUNS #:** \_\_\_\_\_

**AGENCY ORGANIZATION INFORMATION**

1. Is your organization a for-profit or non-profit organization? If the organization is a non-profit do you have a 501(c) (3) status? Yes  No

Years in Operation: \_\_\_\_\_

2. Is your organization or agency faith based? Yes  No

If yes, all faith-based organizations must complete and attach Acknowledgement of Religious Organization Requirements and must identify national or state affiliation and provide your mission statement.

3. Agency has written personnel, fiscal/procurement & implemented policy? \*  
\*Housing, Human & Veteran Services will review item 3 upon award. Yes  No

4. Agency has a written operating procedures manual? Yes  No   
\* Housing, Human & Veteran Services will review item 4 upon award.

5. Agency has a written conflict of interest policy and has attached it to this application with this application.  
Yes  No

**PROJECT SUMMARY INFORMATION**

**PROJECT FUNDING REQUEST**    \$ \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

Depending on the number of application, there may be some instances where HHVS decides to award less than the requested amount of the application.

Will the organization accept a lesser amount?    Yes                       No

If so, what would be the amount acceptable? \_\_\_\_\_

**PROJECT SYNOPSIS:** Limit the project synopsis to 30 words or less in the space below:

**NATIONAL OBJECTIVES**

Which National Objective will this project target?

- Benefits low and moderate income persons (24 CFR 570.208(a))
- Aids in the prevention or elimination of slums or blight (24 CFR 570.208(b))
- Qualifies as a certified urgent need (24 CFR 570.208(c))

If the National Objective that **principally benefits low and moderate income persons** is selected, describe how the activity will address ONE of the subcategories listed below:

- 1) Area Benefit Activity – Those projects carried out in a neighborhood consisting predominantly of LMI persons and providing services for such persons, yet could be available to other non-income eligible persons in the area. See Appendix 2 map showing LMA areas located within Collier County. This information can be documented by documenting that the area is primarily residential (e.g., zoning map); and that the income characteristics of households in the service area (i.e., Census data)
- 2) Limited Clientele Activity – Those that benefit a specific group of people (rather than all the residents in a particular area) who are, or presumed to be, income eligible. In order to meet the LMI Limited

Clientele criteria, the activity must: serve at least 51% LMI, as evidenced by documentation and data concerning beneficiary family size and income; have income eligibility requirements which limit the service to persons meeting the LMI income requirements, as evidenced by the administering agency's procedures, intake/application forms, income limits and other sources of documentation; serve a specific group presumed by HUD to be income-eligible include: abused children, battered persons, elderly persons, handicapped adults, homeless persons, illiterate persons, migrant farm workers and persons living with AIDS; and be of such a nature and in a location that it may be concluded that the activity's clientele are LMI.

- 3) Income Eligible Housing Activity – These projects add or improve a permanent residential structure wherein, upon completion, income eligible persons will occupy 51% or more of the housing units.
- 4) Job Creation or Retention Activity – A project which creates or retains permanent jobs, of which at least 51% are either taken by or available to income eligible persons.

If the National Objective that principally **aids in the prevention of elimination of slums or blight** is selected, describe how the activity will address ONE of the subcategories listed below:

- 1) At least 25% of the properties throughout the area exhibit the following:
  - a. Physical deterioration of buildings/improvements;
  - b. Abandonment of properties;
  - c. Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial buildings;
  - d. Significant declines in property values or abnormally low property values relative to other areas in the community; or
  - e. Known or suspected environmental contamination
- 2) Public improvements throughout the area are in a general state of deterioration.

Documentation must be maintained by the grantee on the boundaries of the area and the conditions that qualified the area at the time of its designation. The designation of an area as slum or blighted must be re-determined every 10 years for continued qualifications (24 CFR 570.208(b)(iii)).

If the National Objective that principally **qualifies as a certified urgent need** is selected, describe how the activity will address ONE of the subcategories listed below:

It is possible for public services activities to qualify under this National Objective if the public services are designed to alleviate existing conditions that pose a serious and immediate threat to the health or welfare of the community and following conditions are met:

- 1) The conditions are of recent origin or recently became urgent; and
- 2) The grantee is unable to secure other funds to support the activity.

### ELIGIBLE ACTIVITIES MATRIX

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 “Mark Box”. Please note that projects must make repairs and/or improvements that will mitigate future damage from storm related disasters.

<b>Mark Box</b>	<b>ACTIVITY NAME</b>	<b>ACTIVITY NUMBER (MATRIX CODE)</b>	<b>UNIT OF MEASURE</b>
	Acquisition for rehabilitation	15G	LF, SITE, PARCEL, UNIT, HU, BU
	Acquisition in 100 year flood plain or Acquisition, acquisition (in support of), acquisition of real property, acquisition: land, building, easement or right-of-way	01	LF, SITE, PARCEL, UNIT, HU, BU
	Asbestos removal / lead based paint abatement	21A	HU,BU
	Clearance and Demolition	04	HU,BU,UNIT
	Code enforcement	15	HU,BU
	Commercial/industrial building acquisition, commercial rehab, demolition	17C	BU
	Demolition of vacant dilapidated housing units	04A	HU,SITE
	Demolition of vacant dilapidated structures (other than housing)	04A	HU,BU,UNIT
	Fire protection, fire hydrants, water facilities, lines, tank, treatment, well	03J	LF,UNIT, HYDRANT
	Fire station, equipment	03O	UNIT
	Flood & drainage, hazard mitigation, flood & drainage, storm drains, catch basin, retention pond, curb & gutter	03I	LF,UNIT
	Housing rehab plumbing	14A	LF,UNIT,HU
	Open space parks, playgrounds, recreational facilities	03F	LF,UNIT,SITE,PARCEL



	Other commercial/business assistance	17D	UNIT
	Other commercial/industrial improvements	17D	BU,UNIT, SITE
	Parking facilities, spaces	03G	UNIT
	Permanent relocation as part of hazard mitigation, permanent relocation, temporary relocation	08	HU,BU
	Potable well & septic system installation	14A	LF,UNIT,WELL
	Public facilities & improvements (OTHER)	03	LF,UNIT
	Recreation/neighborhood center, senior center	03E	LF,UNIT,SITE,PARCEL
	Rehab, multi unit residential	14B	HU
	Rehab, public/private owned commercial/industrial	14E	UNIT
	Rehab, single unit residential	14A	HU
	Rehabilitation of commercial buildings, facade, section 504 compliance, correction of code violation, building rehab by owner/tenant	17C	BU
	Relocation of commercial facility	08	HU,BU
	Relocation of utilities to underground	03	LF,UNIT
	Removal of architectural barriers in public buildings	10	BARRIERS,UNIT
	Replacement housing	12	HU
	Sewage treatment plant, sewer lines & components, sewer line replacement, other sewer facilities force sewer main, gravity sewer main, treatment, pump/lift stations	03J	UNIT,LF,PLANT
	Sidewalks and pedestrian malls	03	LF
	Solid waste disposal improvements	03H	LF,UNIT
	Street improvements, resurfacing	03K	LF
	Utility hookups	03	HU,BU
	Water and/or sewer hookups for housing units	14A	HU,BU
	Water facilities, water & sewer improvements in general, nonresidential water hookups; new potable water lines	03J	LF,UNIT

**IMPACT ON COLLIER COUNTY'S DRI/DREF PRIORITY NEEDS**

(Not to exceed one page)

In this section, clearly and concisely state how the proposed project will address one (or more) of the County's DRI/DREF priority needs (identified on page 3) for benefiting low and moderate income persons affected by one of the named storms from 2008 covered by the DRI and DREF grants. Describe the need for the project using local data and information. Articulate a rationale for the project related to the project's purpose(s); should explain how the project will address the stated national objectives and determine the demand for the project. In some instances justification may be in the form of a market analysis of the target population and/or the community.

**PROJECT DESCRIPTION AND GOALS**

(Not to exceed one page)

The narrative should include a clear, concise and complete description of the project and its beneficiaries. The application should include, at a minimum, the following:

1. Photos of the proposed site to document the condition before and after a named storm or current conditions in need of hardening activities.
2. Reports, such as FEMA, Damage Assessment, insurance, police, code enforcement, Public Works or other related agency, 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. Copies of any newspaper articles about storm damage that is relevant to the proposed project. If none, indicate by "N/A".
4. 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. Number of units to be completed during operation of the proposed activity? Provide information such as linear feet of waterlines, homes rehabilitated, etc.
6. How many beneficiaries (both total and LMI) will the proposed activity benefit?
  - a. Total number: \_\_\_\_\_
  - b. LMI number: \_\_\_\_\_

**PROJECT IMPLEMENTATION PLAN AND READINESS TO IMPLEMENT**

(Not to exceed one page)

Explain how/when/where the project will commence and the funds expended. List the tasks in a logical order that demonstrates a feasible work plan, has identified staff, board members, partners that will be responsible for implementation. Show the available resources needed to implement the proposed project and demonstrate the ability to complete projects or tasks in a timely manner. Demonstrate an understanding of the obstacles that may be encountered in developing and implementing the project and describes, in detail, the approaches that will be employed to overcome such obstacles.

A sample timeline is identified below. It can be adjusted and/or amended as required. Be as specific as possible. This timeline will be incorporated into the contract agreement should the project be selected for funding.

**ALL PROJECT’S WORK SCHEDULE SHOULD NOT EXCEED NINE (9) MONTHS.**

*Sample Project Timeline*

<b>Project Timeline</b>	<b>Date Completed/Anticipated Date*</b>
Design/Conceptual Drawings	
Architectural Plans	
Zoning approvals (PUD, rezoning, Site Development Plans, etc)	
Construction Plans	
Permits	
Anticipated Start Date for construction	
Construction Milestones	
Construction Complete	
Certificate of Occupancy	
Equipment Purchases for Operating Facility	
Facility Opening	
Additional items may be added as applicable	

## **EXPERIENCE AND CAPACITY**

(Not to exceed one page)

Explain how the organization's roles and responsibilities are clearly defined and document the experience in completing the project listed in the application and that each member understands and accepts their role(s), how the organization has sufficient capacity to administer the proposed project. Include staffing levels, time commitments, contributions to the process, qualifications of key staff and organizational structure. Demonstrate specifics on how the organization has been successful from past performance with grant funding. What checks/balances are in place to avoid potential (real or perceived) conflicts of interest? Explain in detail the ability of the organization to provide programmatic oversight for this grant funded project to ensure full grant program and fiscal compliance.

**FINANCIAL MANAGEMENT AND BUDGET**

Agency maintains the following records:

Cash Receipts Journal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cash Disbursements Journal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
General Ledger	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Charts of Accounts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Payroll Journal and Individual Payroll Records	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Individual Personnel Files	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Written Procurement Procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Capital Inventory	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Written Travel Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Property Control Policy and Records	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will submit complete audits every year during contract	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Agrees to retaining all project records for the applicable time period as outlined in applicable regulations	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## **FINANCIAL MANAGEMENT AND BUDGET**

(Not to exceed one page)

Outline a realistic plan for sustainability after government support ends. Describe the organization's established accounting system and financial ability to fund the project until reimbursement. Provide an outline for a realistic plan for sustainability after government support ends.

## **INSTRUCTIONS FOR BUDGET PAGES**

The Budget summary/Itemization Sheet/Budget Narrative:

- Identify the line item totals, expenses for the proposed project and justify the expenses incurred in fulfilling the proposed project)

### **BUDGET SUMMARY SHEET**

For Project Name, list the project's title and include the organization's name.

Each line item category along the left of the form, list the funding totals for:

- Requested DRI/DREF funds
- Funds provided by other sources and identify sources
- Ensure the accuracy of mathematical entries and totals by columns and rows

The following pages provide instructions and samples descriptions on how to complete the applicable budget summary and itemization sheets for the various projects eligible for funding.

Ensure that all mathematical projections are accurate, that all totals add correctly.



**INSTRUCTIONS**  
**BUDGET SUMMARY AND ITEMIZATION SHEET**

Project Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Funding Year: FY \_\_\_\_\_

Detail/Itemization by Line Item	DRI/DREF Funding	Other Funds	Total	Budget Narrative	Deliverable
Itemize each expense within each category. Ensure this is a realistic budget that can be implemented correctly. This budget, all descriptions and any CURE items will be included in the contract agreement should the project be chosen for funding and the organization will be held responsible to adhere to the information provided.	Request amount of DRI/DREF fund that will be required to complete the project, Funds must not be used to supplant, but to complement.	Other sources of funds	Total amount of funding from previous 2 columns	Provide a brief and concise description of grant requested budget category indicated and the justification for each expense. Expenses should be specific to the grant request.	Describe the outcome of this line item. Examples would be homes constructed, # of linear feet of water and sewer lines installed, etc.
Ensure there is an indication that only those expenses directly tied to the project and that all mathematical projections are accurate.					

**SAMPLE ONLY**

**BUDGET SUMMARY AND ITEMIZATION SHEET – CONSTRUCTION AND/OR REHABILITATION**

Project Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Funding Year: FY \_\_\_\_\_

<b>Detail/Itemization by Line Item</b>	<b>DRI/DREF Funding</b>	<b>Other Funds</b>	<b>Total</b>	<b>Budget Narrative</b>	<b>Deliverables</b>
Rehabilitation of building located at _____. New roof, replace electrical system, generator, hurricane shutters, etc	\$25,000	\$50,000	\$155,000	The building was damaged by Hurricane Ike. We have managed to patch and repair the roof but that was temporary. We continue to repair the roof, while our clientele is continually relocated to different offices when it rains. Because of the leaky roof, our electrical wiring needs to be replaced, etc.	Rehabilitation of building
<b>Construction Total</b>					

## ENVIRONMENTAL ISSUES

*Check the appropriate item to the best of your knowledge as it pertains to the proposed activity.*

- a. Project/property is located on a historical or archeological site.      Yes       No
- b. Project/property is in the 100–year flood plain.      Yes       No
- c. Project/property is in a wetlands area.      Yes       No
- d. Project/property is in a coastal barrier area.      Yes       No
- e. Project/property is within a half-mile of an airfield.      Yes       No
- f. Project/property is near storage or manufacturing facility of industrial products.  
Yes       No
- g. Project/property is on or near soil contaminated by diesel/fuel or gasoline.  
Yes       No
- h. Is the proposed activity expected to impact the environment in any negative manner or pose a hazard or nuisance?  
Yes       No
- i. Are any endangered or threatened or listed species located on the proposed project site?  
Yes       No
- j. Are there any environmental concerns or impediments associated with the proposed activity?  
If yes, please provide detail.      Yes       No
- k. Is the proposed activity expected to adversely affect the environment?      Yes       No
- l. Project/property is on a properly zoned site. If not properly zoned, please explain.  
Yes       No

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

**Environmental Reviews are required for each project. Once the review is completed it will be reviewed and approved by HHVS, signed by the certifying official and submitted to the DEO for final approval. Be sure to include time and cost of the Environmental Review into the budget and project timeline.**

## AFFIDAVIT OF COMPLIANCE WITH FEDERAL, STATE, LOCAL REGULATIONS

The undersigned certifies that the information in this application is true and correct. The undersigned further certifies that they are aware that if Collier County HHVS finds that the applicant or undersigned has engaged in fraudulent actions or intentionally misrepresented facts on this application, this application will be rejected and the applicant may be unable to participate in any program for three (3) fiscal years.

In applying for DRI/DREF funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development, state and local regulations and laws.

1. 24 CFR 570, as amended - The regulations governing the expenditure of Community Development Block Grant (CDBG) funds.
2. 24 CFR 58 - The regulations prescribing the Environmental Review procedure.
3. Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended
4. Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended
5. 24 CFR 570.601 Subpart K - The regulations issued pursuant to Executive Order 11063 which prohibits discrimination and promotes equal opportunity in housing.
6. Executive Order 11246 ("Equal Employment Opportunity"), as amended by Executive Orders 11375 and 12086 - which establishes hiring goals for minorities and women on projects assisted with federal funds and as supplemented in Department of Labor regulations.
7. Title VII of the 1968 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1972, 42 USC § 2000e, *et. seq.* The SUBRECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that it is an Equal Opportunity or Affirmative Action employer.
8. 24 CFR 135 – Regulations outlining requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the Federal financial assistance provided under this contract and binding upon the COUNTY, the SUBRECIPIENT and any of the SUBRECIPIENT's Sub-recipients and subcontractors. Failure to fulfill these requirements shall subject the COUNTY, the SUBRECIPIENT and any of the SUBRECIPIENT's Sub-recipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The SUBRECIPIENT certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The SUBRECIPIENT further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement 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 that 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."

The SUBRECIPIENT further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The SUBRECIPIENT certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

9. Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.
10. Contract Work Hours and Safety Standards Act, 40 USC 327-332.
11. Section 504 of the Rehabilitation Act of 1973, 29 USC 776(b) (5), 24 CFR 570.614 Subpart K.
12. The Americans with Disabilities Act of 1990
13. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
14. 29 CFR Parts 3 and 5 - Regulations which prescribe the payment of prevailing wages and the use of apprentices and trainees on federally assisted projects as mandated by the Davis-Bacon Act. HUD Form 4010 must be included in all construction contracts funded by CDBG. (*See* 42 USC 276a and 24 CFR 135.11(c)).
15. Executive Order 11914 - Prohibits discrimination with respect to the handicapped in federally assisted projects.
16. Executive Order 11625 and U.S. Department of Housing and Urban Development Circular Letter 79-45 - which prescribes goal percentages for participation of minority businesses in Community Development Block Grant Contracts.
17. The SUBRECIPIENT agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.
18. Public Law 100-430 - the Fair Housing Amendments Act of 1988.
19. 24 CFR 84 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations and specified by the following subsections:
  - Subpart A – General;
  - Subpart B – Pre-Award Requirements, except for 84.12, Forms for Applying for Federal Assistance;
  - Subpart C – Post-Award Requirements, except for:
    - Section 84.22, Payment Requirements- Grantees shall follow the standards of 85.20(b)(7) and 85.21 in making payments to SUBRECIPIENTs;
    - Section 84.23, Cost Sharing and Matching;
    - Section 84.24, Program Income – in lieu of 84.24 CDBG SUBRECIPIENTs shall follow 570.504;
    - Section 84.25, Revision of Budget and Program Plans;
    - Section 84.32, Real Property – In lieu of 84.32, CDBG SUBRECIPIENTs shall follow 570.505;

- Section 84.34(g), Equipment – In lieu of the disposition provisions of 84.34(g) the following applies:
  - In all cases in which equipment is sold, the proceeds shall be program income (prorated to reflect the extent to which CDBG funds were used to acquire the equipment); and
  - Equipment not needed by the SUBRECIPIENT for CDBG activities shall be transferred to the recipient for the CDBG program or shall be retained after compensating the recipient;
- Section 84.51(b), (c), (d), (e), (f) and (h), Monitoring and Reporting Program Performance;
- Section 84.52, Financial Reporting;
- Section 84.53(b), Retention and Access Requirements for Records. Section 84.53(b) applies with the following exceptions:
  - The retention period referenced in 84.53(b) pertaining to individual CDBG activities shall be four years; and
  - The retention period starts from the date of submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award;
- Section 84.61, Termination - In lieu of the provisions of 84.61, CDBG SUBRECIPIENTS shall comply with 570.503(b)(7); and
- Subpart D – After-the-Award Requirements – except for 84.71, Closeout Procedures

20. 24 CFR 85 - Administrative Requirements for Grants and Agreements to State and Local Governments shall be followed for sub recipients that are governmental entities.
21. Immigration Reform and Control Act of 1986 as located at 8 USC 1324, et seq. and regulations relating thereto. Failure by the SUBRECIPIENT to comply with the laws referenced herein shall constitute a breach of this agreement, and the County shall have the discretion to unilaterally terminate this agreement immediately.
22. Prohibition Of Gifts To County Employees - No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any County employee, as set forth in Chapter 112, Part III, Florida Statutes, Collier County Ethics Ordinance No. 2004-05, as amended, and County Administrative Procedure 5311.
23. Order of Precedence - In the event of any conflict between or among the terms of any of the Contract Documents, the terms of the Agreement shall take precedence over the terms of all other Contract Documents, except the terms of any Supplemental Conditions shall take precedence over the Agreement. To the extent any conflict in the terms of the Contract Documents cannot be resolved by application of the Supplemental Conditions, if any, or the Agreement, the conflict shall be resolved by imposing the more strict or costly obligation under the Contract Documents upon the Contractor at Owner's discretion.
24. Dispute Resolution - Prior to the initiation of any action or proceeding permitted by this Agreement to resolve disputes between the parties, the parties shall make a good faith effort to resolve any such disputes by negotiation. Any situations when negotiations, litigation and/or mediation shall be attended by representatives of SUBRECIPIENT with full decision-making authority and by COUNTY'S staff person who would make the presentation of any settlement reached during negotiations to COUNTY for approval. Failing resolution, and prior to the commencement of depositions in any litigation between the parties arising out of this Agreement, the parties shall attempt to resolve the dispute through Mediation before an agreed-upon Circuit Court Mediator certified by the State of Florida. Should either party fail to submit to mediation as required hereunder, the other party may obtain a court order requiring mediation under § 44.102, *Florida Statutes*. The litigation arising out of this Agreement shall be Collier County, Florida, if in state court and the US District Court, 20<sup>th</sup> Judicial Court of Florida, if in federal court. BY ENTERING INTO THIS AGREEMENT, COLLIER COUNTY AND THE SUBRECIPIENT EXPRESSLY WAIVE

ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO, OR ARISING OUT OF, THIS AGREEMENT.

25. The SUBRECIPIENT agrees to comply with the following requirements:
  - a. Clean Air Act, 41 USC 7401, *et seq.*
  - b. Federal Water Pollution Control Act, 33 USC 1251, *et seq.*, as amended.
26. In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 USC 4002 and 24 CFR 570.605 Subpart K), the SUBRECIPIENT shall assure that for activities located in an area identified by FEMA as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained. If appropriate, a letter of map amendment (LOMA) may be obtained from FEMA, which would satisfy this requirement and/or reduce the cost of said flood insurance.
27. The SUBRECIPIENT agrees that any construction or rehabilitation of residential structures with assistance provided under this contract shall be subject to HUD Lead-Based Paint Poisoning Prevention Act found at 24 CFR 570.608, Subpart K.
28. The SUBRECIPIENT agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a federal, state or local historic property list.

29. The SUBRECIPIENT must certify that it will provide drug-free workplaces in accordance with the Drug-Free Workplace Act of 1988 (41 USC 701).
30. The SUBRECIPIENT certifies that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or agency; and, that the SUBRECIPIENT shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction as outlined in 24 CFR 570.609, Subpart K.
31. The SUBRECIPIENT agrees to comply with the following OMB Circulars whichever is applicable, and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

States, local governments, and Indian Tribes follow:

- A-87 for Cost Principles
- A-102 for Administrative Requirements

Educational Institutions (even if part of a State or local government) follow:

- A-21 for Cost Principles
- A-110 for Administrative Requirements

Non-Profit Organizations follow:

- A-122 for Cost Principles
- A-110 for Administrative Requirements

32. Audits shall be conducted annually and shall be submitted to the COUNTY one hundred eighty (180) days after the end of the SUBRECIPIENT's fiscal year. The SUBRECIPIENT shall comply with the requirements and standards of OMB A-133, Audits of States, Local Governments, and Non-Profit Organizations. If this Agreement is closed out prior to the receipt of an audit report, the COUNTY reserves the right to recover any disallowed costs identified in an audit after such closeout.
33. Any real property acquired by the SUBRECIPIENT for the purpose of carrying on the projects stated herein, and approved by the COUNTY in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and 49 CFR 24.101, shall be subject to the provisions of CDBG including, but not limited to, the provisions on use and disposition of property. Any real property within the SUBRECIPIENT control, which is acquired or improved in whole or part with CDBG funds in excess of

\$25,000, must adhere to the CDBG Regulations at 24 CFR 570.505.

34. As provided in § 287.133, *Florida Statutes* by entering into this Agreement or performing any work in furtherance hereof, the SUBRECIPIENT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by § 287.133 (3) (a), *Florida Statutes*.

35. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, loans, and cooperative agreements) and that all SUBRECIPIENTS shall certify and disclose accordingly.

36. Travel reimbursement will be based on the U.S. General Services Administration (GSA) per diem rates in effect at the time of travel.

37. Any rule or regulation determined to be applicable by HUD/DEO.

38. Florida Statutes 713.20, Part 1, Construction Liens

39. Florida Statutes 119.021 Records Retention

**Organization Name:** \_\_\_\_\_

**Name/Signature:**

\_\_\_\_\_

(Please Print)

(Signature)

**Title:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_



## CERTIFICATION OF DRI/DREF FUNDED CONSTRUCTION/REHABILITATION PROJECTS

*If the applicant anticipates using DRI/DREF for construction or rehabilitation, the following federal and county requirements must be acknowledged:*

1. All construction or rehabilitation plans and permits must be approved and in place prior to funding.
2. The County shall not be obligated to pay any funds to the project prior to the completion by the Applicant/Subrecipient of an environmental review of the project and said review is approved by any government agencies as may be required by law.
3. The Applicant will assure all wages paid to construction workers by its or its subcontractors are in compliance with federal, state and local labor requirements. The Applicant agrees to include in the construction bid specifications in connection with this agreement the applicable Federal Wage Determination assigned to this project by HUD. The applicant must also inform the contractor/subcontractors that they will be required to submit documents after a county conducted pre-construction conference and prior to construction. Weekly Davis Bacon reports must be submitted thereafter as required by the federal government.
4. The Applicant agrees to comply with and to assure that its subcontractors comply with the federal Office of Management and Budget (OMB) Circular Number A-102 Attachment E for programs funded in whole or in part of DRI/DREF funds; with federal OMB Circular A-102 Attachment O for the procurement of supplies, equipment, construction and services; and with Federal Management Circular A-87; or any other applicable OMB Circular.
5. Pursuant to Section 109 of the Act, the Applicant specifically agrees that no person shall be denied the benefits of the program on the grounds of race, color, sex, religion or national origin.
6. The Applicant agrees, on its own behalf and on behalf of its contractors and subcontractors, to take affirmative action in attempting to employ low income and minority persons, as mandated by law (Section 3).
7. As required by OMB Circular Number A-102 and by Florida Statutes Section 287.055, professional services must be competitively selected. The competitive selection process must include a public advertisement, issuance of a request for application and a competitive review based on uniform criteria. Selection criteria must consider the basic qualifications, professional competence, experience and suitability of each firm. Fees for professional services must be requested as a fixed sum and not stated as a percentage of construction costs.
8. All documents, bid specifications, notices and construction drawings must be submitted for review and approval to Collier County Housing, Human and Veteran Services (HHVS) prior to public advertisement.
9. Any applicable bidding process for construction contracts, based on Collier County's Purchasing Thresholds, must include a formal advertisement, published in the Naples Daily News and the Immokalee Bulletin (where applicable). The announcement must include the following:
  - a. Date, time and place that bid documents are available and the same information for any pre-bid conferences and receipt of bids.
  - b. Requirement of bid surety in the amount of ten percent (10%) of the bid and a performance and payment bond equal to 100% of the award.
  - c. Standard statement regarding the "in whole or in part" federal funding of the project and the various applicable federal regulations.
10. The County reserves the right to be present at the time of bid openings.

11. The Applicant agrees to submit to the County all documentation of the steps followed in the selection of professional services and construction contracts.
12. The Applicant agrees to specify a time of construction and include a liquidated damage clause in all construction contracts. Cost plus a percentage of cost and percentage of construction cost contracts will not be permitted.
13. The Applicant agrees that it will not start construction until an official "Notice to Proceed" has been issued.
14. Pursuant to 570.608 of the CDBG Regulations and the new provisions in the Economic and Community Development Act of 1974 as amended, the Applicant agrees to comply with the inspection, notification, testing and abatement procedures concerning lead-based paint.

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

Name of Organization: \_\_\_\_\_

**Name/Signature:**

\_\_\_\_\_  
(Please Print) (Signature)

**Title:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

## **ACKNOWLEDGEMENT OF RELIGIOUS ORGANIZATION REQUIREMENTS**

In accordance with the First Amendment of the United States Constitution "church/state principles," DRI/DREF 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. These requirements are outlined in 24 CFR 570.200(j)(1-6).

A religious entity that applies for and is awarded DRI/DREF 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. The organization may continue to carry out its mission, including the definition, practice and expression of its religious beliefs, provided it does not use direct CDBG funds to support any inherently religious activities. Among other things, faith based organizations may use space in their facilities to provide CDBG funded services without removing religious art, icons, scriptures or other religious symbols. A CDBG funded religious organization retains its authority over its internal governance and may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
  
3. It may not engage in inherently religious activities, such as worship, religious instruction or proselytization, as part of the programs or services funded under this part. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this part and participation must be voluntary for the beneficiaries of the HUD funded programs or services.
  
4. DRI/DREF funds may not be used for the acquisition, construction or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CDBG funds may be used for the acquisition, construction or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities. Sanctuaries, chapels, or other rooms that a CDBG funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG funded improvements.

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.

**Organization Name:** \_\_\_\_\_

**Name/Signature:**

\_\_\_\_\_  
(Please Print) (Signature)

**Title:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

## ATTESTATION

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION AGREEMENTS/SUB-AGREEMENTS

The Board of County Commissioners adopted a Resolution (2013-228) to establish an application screening criteria for Collier County administered federal and state grants. The resolution refers to employees, board members, etc. of which a subrecipient from having any personal or financial interest in any transaction funded by the HUD program. Collier County Housing, Human and Veteran Services have determined this list of interested parties refer to the following representatives of the non-profit organization:

Each Board of Directors members  
Officers of the Board  
Executive Director  
All employees and supervisors that will work on the grant

All representatives of the non-profit applying for federal funding are hereby attesting and will follow the following:

1. Each non-profit 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. Collier County Housing, Human & Veteran Services or its agreement non-profit/contractors will not 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 application is submitted. If it is later determined that the signed knowingly rendered an erroneous certification, the Federal Government and Collier County may pursue available remedies, including suspension and/or debarment.
3. The non-profit 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. Contact Collier County Housing, Human and Veteran Services or go to [www.HUD.gov](http://www.HUD.gov) website for assistance in obtaining a copy of those regulations.
5. The non-profit 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 further agrees by submitting this certification that it will require each contractor/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 nonprofit organization 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 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 non-profit has adopted conflict of interest policies and procedures within their organization and will provide a copy of such prior to the execution of an agreement should the grant application be funded. If the non-profit does not have conflict of interest policies and procedures they must adopt policies/procedures for determining when a conflict of interest exists and disclosing it to the public as required by the applicable program requirements.
10. Collier County Housing, Human and Veteran Services will rely on the attestation of this document as true and reliable. However, the County reserves the right to request additional documentation prior to making a final determination.
11. If funded, and as applicable, the all contractors and subcontractors hired by the non-profit will be required to sign a similar form attesting to the same requirements outlined in this document prior to entering into a HUD sponsored contract.

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).

- (a) The prospective non-profit 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 & Veteran Services by any federal department or agency.
- (b) Where the prospective non-profit is unable to certify to any of the statements in this certification, such prospective non-profit shall attach an explanation to this certification.

Name of Organization: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Authorized Individual  
(Print or type)

**Appendix 1**  
**Income Limits**

**NAPLES FL. FY 2013 MEDIAN FAMILY  
HUD INCOME GUIDELINES**

**EFFECTIVE December 11, 2012**

<b>FY 2013 Income Limit Area</b>	<b>Median Income</b>	<b>FY 2013 Income Limit Category</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>	<b>6 Person</b>	<b>7 Person</b>	<b>8 Person</b>
<b>Naples- Marco Island, FL MSA</b>	<b>\$65,700</b>	<b>Extremely Low (30%) Income Limits</b>	\$14,550	\$16,600	\$18,700	<b>\$20,750</b>	\$22,450	\$24,100	\$25,750	\$27,400
		<b>Very Low (50%) Income Limits</b>	\$24,250	\$27,700	\$31,150	<b>\$34,600</b>	\$37,400	\$40,150	\$42,950	\$45,700
		<b>Low (80%) Income Limits</b>	\$38,750	\$44,300	\$49,850	<b>\$55,350</b>	\$59,800	\$64,250	\$68,650	\$73,100

**Appendix 2**  
**Low Moderate Income Areas (LMA)**  
**In**  
**Collier County**