



Collier County Community and Human Services

Application for

Rental Housing Acquisition

State Housing Initiatives Partnership (SHIP)
SHIP Fiscal Year 2016-17

TOTAL AVAILABLE FUNDING: \$460,468.92

DEADLINE TO SUBMIT:

TUESDAY, APRIL 10, 2018

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 Community and Human Services
Contact: Cormac Giblin Housing and Grants Development Manager
3339 E. Tamiami Trail, Suite 211
Naples, FL 34112
(239) 252-2399
Cormac.Giblin@colliercountyfl.gov

PROJECT OVERVIEW

Collier County Community and Human Services (CHS) Division is soliciting applications from non-profit organizations, for-profit organizations, contractors, or vendors to implement a Rental Acquisition Program on behalf of CHS.

Funding for the Rental Acquisition program will utilize \$460,468.92 in FY2016-2017 State Housing Initiatives Partnership (SHIP) funds; and possibly future SHIP funding. **The purpose of the Rental Acquisition program is to provide a zero (0) interest loan to sponsors and/or subrecipients who are acquiring an existing single-family unit(s) on scattered sites or a rental complex for extremely low, very-low, low and moderate-income households. Preference will be given to sponsors/subrecipients who will be serving tenants with special housing needs as defined in s.420.0004, Florida Statutes.**

The maximum SHIP acquisition loan shall not exceed \$300,000 per rental property.

All properties subject to a rental acquisition award must be located within either incorporated or unincorporated areas of Collier County. Acquisition can be utilized on infill lots or as part of a larger development.

The sponsor(s)/subrecipient(s) selected for Rental Acquisition will be responsible for application intake and income certification of the potential tenants. Tenants to be assisted must be income certified as Extremely Low, Very Low, Low or Moderate-income individuals/families as identified in the SHIP income limits with a preference for applicants with special housing needs as defined in s.420.0004, Florida Statutes. Potential tenants will be ranked for assistance based on a first-qualified, first-come basis with the priorities for Special Needs and extremely low, very low, low and moderate-income households.

The County will require the sponsor/subrecipient to execute a zero (0%) percent promissory note and mortgage in favor of the County. Terms of the note and mortgage are 15 years. Rental units will be monitored for the fifteen (15) year loan term. The nonprofit/for-profit providers or landlords will be required to income qualify all tenants in accordance with SHIP regulations.

The selected sponsor(s)/subrecipient(s) will be responsible to perform the following duties:

- Receive, process & income certify potential renter(s) applicants
- Create and maintain files and any relative paperwork pertaining to the rental unit(s) assisted with SHIP funds;
- Submit all required purchase documents, building/permitting applications, as applicable
- Request and pass all building, in progress, and final inspections and CO, if applicable
- Provide complete invoices for reimbursement and/or payment;
- Provide support and guidance to client throughout the process;
- Coordinate with CHS and CHS's approved third party inspector/contractor
- Other duties may be added by CHS staff as the program is implemented

CHS has currently obligated SHIP FY2016-17 funds in the amount of \$460,468.92 for the implementation of this program:

Funding Source	Funding Years	Amount Available
SHIP	FY2016-2017	\$460,468.92
	Total to be Allocated	\$460,468.92*

*This amount may be adjusted by the County upon potential future allocations.

Collier County’s in-depth review of all sponsor/subrecipient application received for the implementation of the Rental Acquisition program will include the following:

- Proof of sponsor/subrecipient housing management, construction, or rehabilitation experience
- Project risk analysis
- Financial risk analysis
- Capacity and experience with acquisition, management, construction and/or rehabilitation
- Adherence to SHIP eligibilities and requirements
- Past performance evaluation, if applicable

EXPERIENCE AND CAPACITY DESIRED

The selected applicant will have a proven track record with housing management, construction or rehabilitation programs, and have a demonstrated capacity to perform or ability to subcontract for certain services. The following experience and capacity would be required based on whether the services/activities will be performed entirely by the applicant or whether the applicant would acquire assistance from a contractor to supplement their activities:

Subrecipient with Internal Experience	Subrecipient with Contracted Partners
Staff capacity to administer the program	Staff capacity, including contracted partners, to administer the program
Have qualified staff and/or sub-contractors including but not limited to licensed contractor, architect or inspector to perform inspections to develop cost estimates, to inspect and certify completed work	Staff, with contracted partners, to perform inspections to develop cost estimates, to inspect and certify completed work
Adherence to County, State and Federal codes	Adherence to County, State and Federal codes
Record keeping and file documentation capabilities	Record keeping and file documentation capabilities
Experience in the administration and compliance with contracts	Staff or contracted partners have experience in the administration and compliance with contracts
Expertise with permitting & knowledge of local & state codes	Expertise with permitting & knowledge of local & state codes
Project management expertise from development of cost estimates, work write-up,	Project management expertise from development of cost estimates, work write-

and permit application to site prep, construction, inspection and CO-	up, and permit application to site prep, construction, inspection and CO-
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GENERAL APPLICATION INFORMATION

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

1. Organizations must be a for-profit business, or a non-profit organization with an IRS 501(c)3 designation.
2. Organizations who have received funding in the past must have acceptable past and/or current performance on County funded projects.
3. 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 along with the prior 3 years of year-end balance sheets.
4. Organization shall be responsible for knowledge of and compliance with all relative local and state building codes and regulations.
5. An ***optional pre-application meeting*** may be scheduled by any organization/firm that contemplates submitting an application for the Rental Acquisition program. If requesting a pre -application meeting, the organization/firm should have a draft of the application for CHS staff to review and discuss. Please contact Cormac Giblin at 239-252-2399 to schedule your pre-application meeting prior to **April 5, 2018**.

APPLICATION SUBMISSION INFORMATION

1. The application must be typed (not handwritten).
2. **One (1) printed original and one (1) electronic copy or 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 applicant's name, and date.
3. Use a binder clip or rubber band to secure your application package.
4. **Non-profit Organizations MUST** include the following information with the grant application to be reviewed:
 - A. Original signature by authorized person certifying application. Original signature must be in **BLUE ink**.
 - B. 501(c)3 IRS Tax Exemption Letter
 - C. Organizational Chart
 - D. List of current Board of Directors – indicate term limits and officers
 - E. Resumes, pay scales with job descriptions for those within the organization who will manage the project.
 - F. State of Florida Certificate of Good Standing
 - G. Board Resolution authorizing submittal of proposal
 - H. Last 3 years completed audited financial statement, including Management Letter and auditor's notes
 - I. Proof of insurance (General Liability, Workers Comp, etc)
 - J. Organization's Most Current Balance Sheet
 - K. MBE WBE Certification, if applicable
5. **For-Profit Organizations MUST** include the following information with the grant application to be reviewed:
 - A. Original signature by authorized person certifying application. Original signature must be in **BLUE ink**.
 - B. Most current Business/Occupational license
 - C. Organizational Chart
 - D. Resumes, job descriptions for those within the organization who will manage the project
 - E. Procurement Policy, if applicable
 - F. Proof of insurance (General Liability, Worker's Comp, etc)
 - G. Provide State issued Certificate of Authority from the Florida Department of State Divisions of Corporations in accordance with the requirements of Florida Statute 607.1501 (www.sunbiz.org/search.html)
 - H. MBE-WBE Certification, if applicable
6. **Any incomplete application, not in the attached required format or which does not follow the information above may be disqualified. Missing the deadline may result in elimination of eligibility to apply. Applications submitted after the due date may not be accepted.**
7. **Once submitted, no amendments will be allowed unless an amendment is requested by the County. The County reserves the right to request additional information.**

APPLICATION CHECKLIST

Insert Organization/Firm's Name

COLLIER COUNTY SHIP FISCAL YEAR 2016-2017 RENTAL HOUSING ACQUISITION PROJECT CHS 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 – Section 1
- Agency Organization Information – Section 2
- Project Summary / Program Approach – Section 3
- Implementation Plan and Readiness – Section 4
- Experience and Capacity – Section 5
- Financial Management and Budget - Section 6

- Required Exhibits (as applicable for non-profit and for-profit organizations)**
- Most current business/occupational license – for-profit organization
- 501 (c) (3) IRS Tax Exemption Letter – non-profit organization
- Organizational Chart
- List of Board of Directors, if applicable
- Resumes, Pay Scales with Job Descriptions
- State of Florida Certificate of Good Standing, if applicable
- Certificate of Authority from the Florida Department of State Divisions of Corporations
- MBE-WBE Certification, if applicable
- Board Resolution authorizing submittal of application, if applicable
- Procurement Policy, if applicable
- Organization's Most Current Balance Sheet

**COLLIER COUNTY
COMMUNITY AND HUMAN SERVICES
GRANT APPLICATION**

Section 1: APPLICANT INFORMATION

Organization Name: _____

Organization Mailing Address: _____

Physical Address if different: _____

Phone: _____

Contact Person/Title: _____

Contact Email Address: _____

Federal Tax ID #: _____

DUNS #: _____

Section 2: 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

3. Agency has written personnel, fiscal/procurement & implemented policies?
*Community & Human Services will review item 3 upon award Yes No

4. Agency has a written administrative operating procedures manual? * Yes No
*CHS will review item 4 upon award

5. Agency has a written conflict of interest policy. Yes No

6. Has your organization/firm built, or rehabbed site built housing in Collier County in the past three (3) years? Yes No

7. Does your organization/firm utilize E-Verify when hiring? Yes No

Section 3: SUMMARY INFORMATION (PROGRAM APPROACH)

(Not to exceed 1 page)

1. Describe how your organization would implement the proposed program. Be as descriptive as possible in this section.
2. Identify objectives, milestones, and benchmarks which will help guide program activity(s) and indicate progress.
3. Provide the forms that will be used by the organization/firm to carry out the program.
4. Describe how you plan to coordinate your organization's resources and services to best accomplish your proposed activity(s).
5. Provide a detailed implementation schedule (timeline) for your activity:
How long will it take to complete a potential tenant application and income certification, identify and purchase a property, develop construction plans, apply and pull permits, complete rehabilitation and secure a COs, lease up, etc. Include appraisal, environmental review, close on property, etc in your timeline.
6. Describe how the organization will track program expenditures
7. Describe how the organization will report the information to the County on a monthly basis
8. Describe who will be responsible for completing the annual report information, a timeline for submission and information to be provided for the annual report to CHS.

Section 4:

PROJECT IMPLEMENTATION PLAN AND READINESS TO IMPLEMENT

(Not to exceed 1 page)

Explain how/when/where the program will commence and how the funds will be expended. List the tasks in a logical order that demonstrates a feasible work plan, identify staff, board members, contractors, subcontractors, partners, etc 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.

Section 5: EXPERIENCE AND CAPACITY

(Not to exceed 1 page)

Demonstrate the organization/firm has experience or capacity in implementing a Rental Housing Acquisition program, either through prior housing construction or rehabilitation, or property management experience or a subcontractor's experience. Explain how the organization's roles and responsibilities, as well as subcontractor's interactions, 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 similar programs or regular business implementation. 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.

Section 6: PROJECT SPECIFIC INFORMATION

RENTAL ACQUISITION

- Discuss how the value of the property is less than or equal to the appraised value.
- Indicate whether there will be a mortgage after funding is used to acquire property. If so, provide clear and concise details of the mortgage terms, i.e., timeframes, interest rates, etc.
- Discuss how the participants in the facility will meet one the eligibility/target requirements, how the organization will document the participants will meet the requirements.
- Will renovations be needed to the rental property? How will the subrecipient/sponsor cover the rental rehabilitation costs?
- Are you targeting a specific special needs housing clientele? How will you market to your target clientele?
- Identify if there are any potential conflicts of interest in the land acquisition process.
- Discuss whether there are existing occupants on the site to be acquired.
 - Describe the organization's plan to notify current tenants. Describe how/when they will be relocated or if they will be income qualified and potential remain in the unit(s).
- What is the zoning on site? CHS' preference is to have the proper zoning in place. If there needs to be a zoning change, outline the steps and timeframes t will be taken to rezone prior to beginning the rehabilitation phase.
- Provide postal address of the property. List all addresses for scattered site developments.
- Provide the legal description of the property and attach the legal description as an Exhibit
- Provide a timeline for acquisition. The timeline will be incorporated into the contract agreement should the project be selected for funding.
- After acquisition, provide information on any future building rehabilitation; if necessary.
- Include documentation as to what future rehabilitation may be necessary and how you will fund rehabilitation-- i.e. handicap access, universal design, kitchen upgrades, etc.
- Describe any support services to be provided to residents of the rental unit(s), if applicable.

Section 7: FINANCIAL MANAGEMENT AND BUDGET

(Not to exceed 1 page)

Outline a realistic plan for your firm’s sustainability before reimbursement is made by the County. Describe the organization’s established accounting system and financial ability to fund the project until reimbursement. Attach the most current balance sheet for review, along with the past 3 years end of the year balance sheets.

Organization/firm 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"/> |

Organization/firm agrees to retaining all project records for the applicable time period as outlined in applicable regulations Yes No

If awarded, organization/firm understands they must provide a monthly bank statement showing sufficient financial capacity to sustain the organization/firm until reimbursement by the County is made to the awardee. Yes No

List all prior year awards of federal and state funding. Start with the most recent funding years.

If none, mark this box:

Fiscal Year	Amount of Award	Clients Served	Project Location
FY	\$		
FY	\$		
FY	\$		

Section 8: LEVERAGE OR MATCH FUNDS

No leverage or match is required under SHIP. However, should the Applicant wish to identify leveraged funds for additional evaluation criteria points, the definition of leveraged funds is as follows:

- o The use of credit or awarded funds to improve an organization’s budget capacity to complete the project. Leveraged funds supplement the SHIP requested funds. Leveraged funds will be validated at project closeout. Not achieving planned leverage may impact future grant awards.

Source of Leverage Funds	Conditions/Limitations of Leverage Funds	Amount
List each source of funds that will be used as leverage in the proposed project	Indicate if there are conditions/restrictions on the use of the match or leverage funds, i.e., must serve a specific purpose, specific time period, etc.	Identify the amount of leverage or match

GENERAL REQUIREMENTS

A. Operating Agreement

For-profit and non-profit agencies approved for funding will be required to sign an agreement with the Board of County Commissioners to insure compliance with SHIP program. Funds may not be obligated until the agreement is accepted and signed by all parties.

B. Indemnification

For-profit and 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, organizations and vendors approved for this program 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 this program will be required to maintain documentation of program 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, quarterly progress reports, no less than one on-site monitoring, and compliance reports and records as specified in the contractual agreement.

E. Notification

The for-profit or non-profit organization/firm chosen will be notified in writing of selection. Receipt of a conditional award letter is not a guarantee of funding until all requirements and specifications are addressed and the organization has a fully executed agreement. The County will issue a Notice to Proceed to start the program.

SUBMITTAL DEADLINE

Responses to the Construction Assistance project are **due on:**
Tuesday, April 10, 2018 no later than 3:00 pm

Provide to -- Collier County Community and Human Services Division
Contact: Cormac Giblin Housing and Grants Development Manager
3339 E. Tamiami Trail, Suite 211
Naples, FL 34112
Cormac.Giblin@colliercountyfl.gov

APPLICATION REVIEW AND SCORING

CHS will evaluate applications for:

- Conformance to the submission requirements
- Compliance with SHIP regulations
- Capacity and experience
- Financial stability
- Past Performance Evaluation, if applicable
- Other criteria as shown in the following table. Maximum points are 145

EVALUATION CRITERIA

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

CRITERIA	MAXIMUM POINTS
Organizational Experience/Capacity	40
Project Approach	40
Financial Capacity	20
POINTS	100
BONUS POINTS	
Organization demonstrated some personnel are from the Welfare Transition Program	5
Organization/Firm identified an existing line of credit and/or capacity to carry funds until reimbursed by Collier County Clerk’s Office	10
MBE/WBE as the Project Subrecipient	5
Additional points for more than 1 dwelling unit designated for very low-income rental	10
Additional points for Leverage and/or Match	10
Employment Policy to hire welfare to work employees per SHIP	5
TOTAL POINTS AVAILABLE	145