DRAFT

Collier County
2017-2018 Annual Action Plan

Submitted June 2017
By:

[Logo of Florida Housing Coalition]
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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Collier County is an entitlement jurisdiction that is eligible to receive community planning and development funding from the U.S. Department of Housing and Urban Development (HUD). As an entitlement jurisdiction, HUD regulations at 24 CFR Part 91 require the County to develop a Five-Year Consolidated Plan that identifies the County’s housing and community development priorities, and a strategy to implement the HUD programs. The County is also required to develop an Annual Action Plan that includes the objectives the County plans to achieve during that year. This FY 2017-2018 Action Plan is the County’s application to HUD, requesting its allocation of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) program, and the Emergency Solutions Grant (ESG) grant funds. The Action Plan also outlines the goals and objectives for the second year of the FY 2016-2020 Consolidated Plan period.

The County expects to receive FY 2017-2018 formula allocations in the following amounts: CDBG - $2,192,287; HOME - $479,663; and ESG - $184,402. The funding amounts are estimated based on the County’s FY 2016-2017 allocation. If necessary, the County will proportionally adjust the proposed budgets to match the actual allocation amounts.

The goal of the community planning and development programs covered by this Action Plan is to develop viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons. The determination of specific projects the County will fund is shaped by input from the following: residents, non-profit and social service agencies that provide public services to low- and moderate-income persons, adjacent municipalities including the City of Naples, and other interested parties.

2. Summarize the objectives and outcomes identified in the Plan

The projects included in the FY 2017-2018 Action Plan are based on the goals determined during the planning process for the FY 2016-2020 Consolidated Plan and will result in creating suitable living environments and providing decent housing for low- and moderate-income persons and meet the objectives of availability/accessibility, affordability, and sustainability. The specific objectives and outcomes are summarized in the table below:
<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Objective</th>
<th>Outcome</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Public Services</td>
<td>Suitable Living Environment</td>
<td>Sustainability</td>
<td>Public service activities other than Low-/Moderate-Income Housing Benefit: 550 Persons Assisted</td>
</tr>
<tr>
<td>Improve Public Infrastructure</td>
<td>Suitable Living Environment</td>
<td>Sustainability</td>
<td>Public Facility of Infrastructure Activities other than Low-/Moderate-Income Housing Benefit: 1,250 Persons Assisted</td>
</tr>
<tr>
<td>Improve Public Facilities and Other Facilities</td>
<td>Suitable Living Environment</td>
<td>Sustainability</td>
<td>Public Facility of Infrastructure Activities other than Low-/Moderate-Income Housing Benefit: 25,472 Persons Assisted</td>
</tr>
<tr>
<td>Affordable Housing for Homeownership</td>
<td>Provide Decent, Affordable Housing</td>
<td>Affordability</td>
<td>Homeowner Housing Added: 9 Household Housing Units</td>
</tr>
<tr>
<td>Affordable Rental Housing</td>
<td>Provide Decent, Affordable Housing</td>
<td>Affordability</td>
<td>Public Facility or Infrastructure Activities for Low-/Moderate-Income Housing Benefit: 75 Households Assisted Rental units rehabilitated: 25 Household Housing Unit Tenant-based rental assistance/ Rapid Rehousing: 42 Households Assisted</td>
</tr>
<tr>
<td>CHDO Set-Aside</td>
<td>Provide Decent, Affordable Housing</td>
<td>Affordability</td>
<td></td>
</tr>
<tr>
<td>Emergency Housing and Services for the Homeless</td>
<td>Provide Decent, Affordable Housing</td>
<td>Availability/Accessibility</td>
<td>Homeless Person Overnight Shelter: 100 Persons Assisted</td>
</tr>
<tr>
<td>Rapid Re-Housing and Homelessness Prevention</td>
<td>Provide Decent, Affordable Housing</td>
<td>Availability/Accessibility</td>
<td>Homelessness Prevention: 3 Persons Assisted</td>
</tr>
<tr>
<td>Homeless Management Information System (HMIS) Support</td>
<td>Provide Decent, Affordable Housing</td>
<td>Availability/Accessibility</td>
<td>Other: One Other</td>
</tr>
</tbody>
</table>
3. Evaluation of past performance

Each year, Collier County reports its progress in meeting its five-year and annual goals by preparing a Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is submitted to HUD within 90 days of the start of a new program year. The FY 2016-2017 CAPER covers the first year of the FY 2016-2020 Consolidated Plan and includes an evaluation of the past performance that led the County to choose the projects in the FY 2017-2018 Action Plan. The County did not amend the Consolidated Plan and there has not been any major setback in meeting the goals and objectives identified in the Consolidated Plan. Copies of recent CAPERs are available for review at the Collier County Community and Human Services (CHS) Division or online at http://www.colliergov.net/your-government/divisions-a-e/community-and-human-services. The FY 2016-2017 CAPER will be available in December, 2017.

4. Summary of Citizen Participation Process and consultation process

During preparation of the FY 2017-2018 Action Plan, Collier County's CHS Division hosted a public meeting on February 8, 2017 at the Golden Gate Community Center to seek input on the Action Plan from residents and stakeholders. The County also provided information on its application process so that eligible applicants might request funding under the CDBG, HOME, and ESG programs.

CHS also provided technical assistance to approximately 30 different groups representing low- and moderate-income persons. The technical assistance meetings were conducted during February 13-16, 2017 at the CHS Division Offices.

Availability of the draft Action Plan was advertised in the Naples Daily News and the Immokalee Bulletin, on or about June 9, 2017. The notice included a summary of the proposed projects and the estimated amount of funding anticipated by the County. The notice stated that the draft Action Plan could be viewed on the County's website at www.colliergov.net and would also be available for review in all County public libraries. Residents and other interested parties could submit comments on the Action Plan from June 9, 2017 to June 26, 2017.

The notice also informed readers of a public meeting on June 12th, where the draft plan will be presented for information and public comments. Another public meeting is scheduled before the Board of County Commissioners for June 27, 2017. At this meeting, the final Action Plan will be presented for approval.
5. Summary of public comments

Comments received through the public meetings and submitted during the comment period are summarized in the Citizen Participation section of this Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were taken into consideration in preparing the Action Plan.

7. Summary

During FY 2017-2018, Collier County anticipates allocating $3,615,476 (including program income and prior years unallocated resources) in CDBG, HOME, and ESG funding to address the priority needs and goals identified in the FY 2016-2020 Consolidated Plan. The goals addressed are: provision of public services, improvements to public facilities and public infrastructure, increasing the supply of affordable housing for rental and homeownership, provision of emergency housing and services for the homeless, rapid re-housing and homelessness prevention, and supporting the Homeless Management Information System (HMIS).
PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

**Table 2. Responsible Agencies**

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Administrator</td>
<td>COLLIER COUNTY</td>
<td>Community &amp; Human Services Division</td>
</tr>
<tr>
<td>HOME Administrator</td>
<td>COLLIER COUNTY</td>
<td>Community &amp; Human Services Division</td>
</tr>
<tr>
<td>ESG Administrator</td>
<td>COLLIER COUNTY</td>
<td>Community &amp; Human Services Division</td>
</tr>
</tbody>
</table>

**Consolidated Plan Public Contact Information**

Kimberley Grant, Director  
Community and Human Services Division  
3339 East Tamiami Trail  
Health and Public Services Building H, Room 211  
Naples, Florida 34112  
Phone: (239) 252-6287  
Fax: (239) 252-2638  
Email: KimberleyGrant@colliergov.net  
1. Introduction

Collier County conducted significant public outreach to garner input from county staff, government agencies, nonprofit agencies, affordable housing developers and managers, local service providers, the Collier County Housing Authority (CCHA), and others in preparing this plan. County staff hosted a two-hour meeting to solicit input on potential projects for funding in the County, held a total of four technical assistance meetings to ensure that all potential applicants for its Request for Applications (RFA) process were fully versed in the requirements and expectations for the funds, and held a public meeting to solicit public comment on the draft document. For more details related to the successful outreach conducted by Collier County, refer to the AP-12 Participation section.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

Collier County recognizes the absolute importance of public services for persons with a mental health or substance abuse complication. Thus, coordination with public and assisted housing providers, as well as private and governmental health, mental health and service agencies is essential for ongoing success for these particular populations in the County.

To address these needs, the County currently contracts with local mental health/substance abuse providers. This support provides approximately $1.649 million annually for services to these at-risk populations and an additional $1.4 million through the Criminal Justice Mental Health Substance Abuse grant. In addition to this operating support, the County also coordinates on a transportation plan for mental health and substance abuse persons under involuntary commitment to enable mobility in the population and improve physical and mental health outcomes. Beyond support for the mental health/substance abuse population specifically, the County also contracts with numerous non-profit housing providers to provide wrap-around and supportive services, as well as supporting special needs housing providers in the community.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.
Collier County staff certainly coordinate with an active, engaged, and effective local Continuum of Care (CoC) managed by the Collier County Hunger & Homeless Coalition (CCHHC). Collier County Community & Human Services (CHS) staff are represented on the CCHHC board. Board representation is a critical link between the two organizations, providing feedback and coordination on an on-going basis. Collier County staff expect this partnership to continue to grow in the coming year, as staff from each organization continue to communicate and prioritize the greatest needs in the community.

Although not entirely funded in this year’s Action Plan, recent activities by the County to address and/or prevent homelessness have included: improvements at the Youth Haven youth shelter and the Shelter for Abused Women and Children; legal services to victims of domestic abuse, sexual assault, and child abuse through Legal Aid; operating assistance to the Shelter for Abused Women and Children; short term rental assistance for homelessness prevention and rapid re-housing; tenant-based rental assistance through CCHA; and upgrades to electrical systems at CCHA properties.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Collier County's consultation with CCHHC regarding allocation of ESG funds identified a serious need for local HMIS system maintenance and operating support. For this reason, Collier County will use ESG funds in the coming year to provide HMIS support. Additionally, CHS staff participate in HMIS training offerings to ensure staff are properly trained to submit accurate and timely data.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 3. Agencies, groups, organizations who participated

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Collier County Housing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>PHA</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Public Housing Needs, Homelessness Strategy</td>
</tr>
<tr>
<td>Agency/Group/Organization</td>
<td>Collier County Hunger and Homeless Coalition</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Services</td>
<td>Collier County Hunger and Homeless Coalition</td>
</tr>
<tr>
<td>Persons with Disabilities</td>
<td>Services-Persons with Disabilities</td>
</tr>
<tr>
<td>Persons with HIV/AIDS</td>
<td>Services-Persons with HIV/AIDS</td>
</tr>
<tr>
<td>Victims of Domestic Violence</td>
<td>Services-Victims of Domestic Violence</td>
</tr>
<tr>
<td>Homeless</td>
<td>Services-Homeless</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What section of the Plan was addressed by Consultation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless Needs - Chronically homeless</td>
</tr>
<tr>
<td>Homeless Needs - Families with children</td>
</tr>
<tr>
<td>Homelessness Needs - Veterans</td>
</tr>
<tr>
<td>Homelessness Needs - Unaccompanied youth</td>
</tr>
<tr>
<td>Homelessness Strategy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulted agency for information about the County's Action Plan and selected projects. Provided input on the current needs related to public housing and coordination strategies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>HABITAT FOR HUMANITY OF COLLIER COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Group/Organization Type</td>
<td>Housing</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Affordable Housing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulted agency for information related to the County's Action Plan and selected projects. Provided input on the current needs related to homelessness and coordination strategies.</td>
</tr>
<tr>
<td>Community meeting or technical assistance meeting participation. The anticipated outcome is identifying specific projects to be funded during the program year to address priority needs.</td>
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<tr>
<td>Agency/Group/Organization</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>Type</td>
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<tr>
<td>What section of the Plan was addressed by Consultation?</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>LEGAL AID SERVICE OF COLLIER COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Services-Victims of Domestic Violence</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-housing community development needs</td>
</tr>
<tr>
<td>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</td>
<td>Community meeting or technical assistance meeting participation. The anticipated outcome is identifying specific projects to be funded during the program year to address priority needs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>CITY OF NAPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Other government - Local</td>
</tr>
<tr>
<td>What section of the Plan was addressed by Consultation?</td>
<td>Non-housing community development needs</td>
</tr>
</tbody>
</table>
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?

Community meeting or technical assistance meeting participation. The anticipated outcome is identifying specific projects to be funded during the program year to address priority needs.

<table>
<thead>
<tr>
<th>12</th>
<th>Agency/Group/Organization</th>
<th>IMMOKALEE CRA</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Agency/Group/Organization Type</th>
<th>Community Redevelopment Agency Neighborhood Organization</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What section of the Plan was addressed by Consultation?</th>
<th>Non-housing community development needs</th>
</tr>
</thead>
</table>

| Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Community meeting or technical assistance meeting participation. The anticipated outcome is identifying specific projects to be funded during the program year to address priority needs. |

Identify any Agency Types not consulted and provide rationale for not consulting

In seeking public input on the formulation of the Action Plan, CHS sought to include all pertinent agencies and interested parties in the consultation process and has not knowingly excluded any entity.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Table 4. Other local / regional / federal planning efforts

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>Hunger and Homeless Coalition of Collier County</td>
<td>The continuum of care outlines strategies for homelessness prevention, rapid re-housing, emergency shelter, transitional housing and services for youth.</td>
</tr>
<tr>
<td>20/20 Vision: A Clear View of Housing for All Memb</td>
<td>Hunger and Homeless Coalition of Collier County</td>
<td>Goals for 20/20 Vision that overlap with the Strategic Plan include homelessness prevention, affordable housing, rapid re-housing, emergency shelter, transitional housing and services for youth, and employment assistance services.</td>
</tr>
<tr>
<td>Name of Plan</td>
<td>Lead Organization</td>
<td>How do the goals of your Strategic Plan overlap with the goals of each plan?</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Collier County Housing Authority 2014-2019 Plan</td>
<td>Collier County Housing Authority</td>
<td>Goals described in the PHA Plan include expanding the supply of assisted housing, improving the quality of assisted housing, increasing assisted housing choices, providing an improved living environment, promoting self-sufficiency and personal development of assisted households, and affirmatively furthering fair housing.</td>
</tr>
<tr>
<td>Immokalee Walkable Community Study, December 2011</td>
<td>Collier Metropolitan Planning Organization</td>
<td>Findings from the Walkable Community Study indicate a need for improvements in pedestrian and bicycle facilities in Immokalee.</td>
</tr>
<tr>
<td>Naples Manor Walkable Community Study</td>
<td>Collier Metropolitan Planning Organization</td>
<td>Findings from the Walkable Community Study indicate a lack of pedestrian network in Naples Manor. The highest priority need for bicycle and pedestrian facilities are on Broward Street and Carolina Avenue. February, 2010 (prepared by Collier County Transportation Planning)</td>
</tr>
</tbody>
</table>
AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

Collier County considers citizen participation a critical component of its planning processes, including for the Annual Action Plan. To that end, Collier County met requirements of its Citizen Participation Plan, and conducted a robust engagement process to ensure adequate citizen participation and ample opportunity for comment. Collier County residents were offered multiple opportunities, as detailed in Table 5, to participate in project selection and goal-setting for the Action Plan. Each meeting was publicly advertised, and all participant comments were recorded and considered.

Included in Collier County’s outreach was a series of technical assistance meetings to ensure all potential RFA applicants fully understood the process and expectations going forward. In the meetings, staff reviewed the application process, the County’s priorities, eligible activities and projects, national objective achievements, contract development, project implementation phases of the projects, and monitoring parameters. The potential applicants were advised not only about the application process, but the sequence of events following the award, contract development and project implementation.

After the technical assistance training sessions, Collier County hosted a session so that applicants could brief Collier County’s Selection Committee on the proposed project and use of funds.

The draft of this Action Plan was advertised in local media and on the County website for a 14-day comment period as authorized by a HUD Community Planning and Development (CPD) Memorandum issued on May 10, 2017, “Waiver of 24 CFR 91.105(b)(4) and 24 CFR 91.115(b)(4) for FY 2017 Action Plans for Community Planning and Development Program Funds”.

Copies of the Plan were available for public review and inspection at sites throughout the County. The sites included:

- Collier County Community & Human Services website
- Collier County Community & Human Services Front Desk
- Collier County Public Libraries:
  - East Naples
  - Golden Gate Estates
  - Golden Gate Regional
  - Immokalee
• Marco Island
• Naples Regional – Orange Blossom
• Central
• Vanderbilt
• South Regional

All comments were received through e-mail, postal mail, by telephone or in person.

Table 5 - Collier County Citizen Participation Meetings

<table>
<thead>
<tr>
<th>Application Project Input Meeting</th>
<th>Technical Assistance Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden Gate Community Center</td>
<td>CHS Department Offices</td>
</tr>
<tr>
<td>4701 Golden Gate Pkwy</td>
<td>3339 Tamiami Trail East</td>
</tr>
<tr>
<td>Naples, FL 34116</td>
<td>Naples, FL 34112</td>
</tr>
<tr>
<td>Wednesday, February 8, 2017</td>
<td>Thursday, February 16, 2017</td>
</tr>
<tr>
<td>3:30pm to 5:30pm</td>
<td>8:30am to 5pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Assistance Meeting #1</th>
<th>Public Presentations by Grant Applications #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS Department Offices</td>
<td>CHS Department Offices</td>
</tr>
<tr>
<td>3339 Tamiami Trail East</td>
<td>3339 Tamiami Trail East</td>
</tr>
<tr>
<td>Naples, FL 34112</td>
<td>Naples, FL 34112</td>
</tr>
<tr>
<td>Monday, February 13, 2017</td>
<td>Tuesday, April 4, 2017</td>
</tr>
<tr>
<td>8:30am to 5pm</td>
<td>8:30am to 5pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Assistance Meeting</th>
<th>Public Presentations by Grant Applications #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS Department Offices</td>
<td>CHS Department Offices</td>
</tr>
<tr>
<td>3339 Tamiami Trail East</td>
<td>3339 Tamiami Trail East</td>
</tr>
<tr>
<td>Naples, FL 34112</td>
<td>Naples, FL 34112</td>
</tr>
<tr>
<td>Tuesday, February 14, 2017</td>
<td>Wednesday, April 5, 2017</td>
</tr>
<tr>
<td>8:30am to 5pm</td>
<td>8:30am to 5pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Assistance Meeting</th>
<th>Public Meeting #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS Department Offices</td>
<td>County Administration Building</td>
</tr>
<tr>
<td>3339 Tamiami Trail East</td>
<td>3299 Tamiami Trail East</td>
</tr>
<tr>
<td>Naples, FL 34112</td>
<td>Naples, FL 34112</td>
</tr>
<tr>
<td>Wednesday, February 15, 2017</td>
<td>Monday, June 12, 2017</td>
</tr>
<tr>
<td>8:30am to 5pm</td>
<td>8:30am to 9:30am</td>
</tr>
</tbody>
</table>
## Citizen Participation Outreach

Table 6. Citizen Participation Outreach

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Application Project Input Meeting</td>
<td>Non-targeted/broad community</td>
<td>3 attendees participated in the meeting</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Technical Assistance Meeting</td>
<td>RFA applicants; Housing and Service Providers</td>
<td>Over 100 attendees</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Public presentations by Grant applicants</td>
<td>Non-targeted/broad community</td>
<td>Over 50 people participated in the two events</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
</tr>
<tr>
<td>------------</td>
<td>------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>5</td>
<td>Public Meeting</td>
<td>Minorties</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Persons with disabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-targeted/broad community</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residents of Public and Assisted Housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The CDBG, HOME, and ESG allocation amounts are estimated funding amounts based on the County’s FY 2016-2017 allocation. The County will proportionally adjust the proposed budgets to match the actual allocation amounts. The total anticipated resources for FY 2017-2018 is $3,615,476.

Collier County anticipates receiving entitlement grant funds for FY 2017-2018 totaling $2,856,352 to: address obstacles that impact underserved needs, achieve decent housing, expand economic development opportunities for low- and moderate-income persons, develop institutional structure, and enhance coordination between public and private housing and social service agencies. The estimated FY 2017-2018 CDBG allocation of $2,192,287 includes metropolitan area reallocated funds of $71,558 from the City of Marco Island. The expected resources also includes program income of $96,414 and unexpended resources of $662,710 from prior years that will be reallocated to eligible activities.

The County expects the level of funding for the remainder of the Consolidated Plan to be approximately the same for the remaining three years of the planning period. Based on the annual allocation amounts, the County expects $8,569,056 in CDBG, HOME, and ESG funds to be available for the remainder of the Consolidated Plan.
Table 7. Expected Resources – Priority Table

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of ConPlan</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>Public - federal</td>
<td>Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services</td>
<td>2,192,287</td>
<td>13,000</td>
<td>106,016</td>
</tr>
<tr>
<td>HOME</td>
<td>Public - federal</td>
<td>Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA</td>
<td>479,663</td>
<td>83,414</td>
<td>556,694</td>
</tr>
<tr>
<td>Program</td>
<td>Source of Funds</td>
<td>Uses of Funds</td>
<td>Expected Amount Available Year 1</td>
<td>Expected Amount Available Remainder of ConPlan</td>
<td>Narrative Description</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
<td>Prior Year Resources: $</td>
</tr>
<tr>
<td>ESG</td>
<td>Public - federal</td>
<td>Conversion and rehab for transitional housing</td>
<td>184,402</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The projects that the County funds with the CDBG, HOME, and ESG grant funds are partially-funded with federal funds and will leverage additional funding from private, state, and local resources. Although the CDBG program does not require a match from non-federal sources, the public infrastructure and public facilities projects will be complemented by resources that are needed to make the projects financially feasible. Funds provided for public service activities will be matched by the agencies receiving funding from other sources, including public, state, and private sources as well as through foundations and fundraising. Many of the CDBG subrecipients receive funds through the Naples Wine Festival. Several non-profits receive state funds through the Department of Children and Families to support the CDBG-funded program. In recent years, subrecipients also had large private donors who made cash contributions.

Both the HOME and ESG programs have matching funds requirements. The HOME program match will be provided from organizations that receive HOME funding during FY 2017-18 in kind contributions and other non-federal sources to fund the operations supporting the HOME-funded program. The County may also satisfy the HOME match through the State Housing Initiative Program (SHIP). The ESG program requires the County provide a 1:1 match. The County plans to fund the Shelter for Abused Women of Collier County and the subrecipient will provide match through the payment of costs associated with the shelter operations such as utilities and salaries paid to program staff.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Florida Statutes Section 125.379, Disposition of County property for affordable housing, requires that counties create an inventory list of real property with fee simple title appropriate for affordable housing. Collier County maintains the inventory of County-owned surplus land through its Real Property Division. Locally, the disposition of the surplus lands is governed by Resolution 2007-172 and Resolution 2010-123 which directs the County to sell the land and use the proceeds to increase financial resources set-aside for affordable housing.
Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c) (3) & (e)

The table below identifies the County’s key goals for the 2017-2018 Annual Action Plan period, along with needs addressed, estimated funding levels, and estimated goal outcome indicators. Please note that funding levels and goal outcome indicators are estimates for planning purposes. Recommended activities are eventually finalized in a legal agreement approved by the Board of County Commissioners. The agreement is considered to contain the final activity description including funding levels, scope elements, deliverables and beneficiaries and supersedes any prior information such as the application or this action plan. Further, subrecipient award amounts may not match those in the applications submitted to the County, as not all projects were funded at requested levels. Should the County seek to make any substantial changes to goals or related funding levels, it will amend the annual action plan and provide the public with the opportunity to comment on the proposed amendment, as described and defined in its Citizen Participation Plan. Also note that payments to subrecipients or partners for individual projects and/or activities are not contingent on meeting overall annual outcome indicators in this plan, because this plan contains estimates, only.

Goals Summary Information

Table 8. Goals Summary

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide Public Services</td>
<td>2017</td>
<td>2018</td>
<td>Non-Housing Community Development</td>
<td>Countywide</td>
<td>Public Services</td>
<td>CDBG: $328,843</td>
<td>Public service activities other than Low/Moderate Income</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Housing Benefit: 550 Persons Assisted</td>
</tr>
<tr>
<td>Sort Order</td>
<td>Goal Name</td>
<td>Start Year</td>
<td>End Year</td>
<td>Category</td>
<td>Geographic Area</td>
<td>Needs Addressed</td>
<td>Funding</td>
<td>Goal Outcome Indicator</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------</td>
<td>------------</td>
<td>----------</td>
<td>---------------------------------</td>
<td>------------------------------------------------------</td>
<td>----------------------------------</td>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Improve Public Infrastructure</td>
<td>2017</td>
<td>2018</td>
<td>Non-Housing Community Development</td>
<td>IMMOKALEE-LOW INCOME CENSUS TRACT AREA BAYSHORE CRA</td>
<td>Infrastructure Improvements</td>
<td>CDBG: $268,399</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1250 Persons Assisted</td>
</tr>
<tr>
<td>3</td>
<td>Improve Public and Other Facilities</td>
<td>2017</td>
<td>2018</td>
<td>Non-Housing Community Development</td>
<td>Countywide City of Naples</td>
<td>Public Facilities</td>
<td>CDBG: $673,304</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 25472 Persons Assisted</td>
</tr>
<tr>
<td>4</td>
<td>Affordable Housing for Homeownership</td>
<td>2017</td>
<td>2018</td>
<td>Affordable Housing</td>
<td>Countywide</td>
<td>Housing Affordability</td>
<td>CDBG: $600,000 HOME: $150,000</td>
<td>Homeowner Housing Added: 9 Household Housing Unit</td>
</tr>
<tr>
<td>5</td>
<td>Affordable Rental Housing</td>
<td>2017</td>
<td>2018</td>
<td>Affordable Housing</td>
<td>Countywide</td>
<td>Housing Affordability</td>
<td>HOME: $804,919</td>
<td>Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 75 Households Assisted Rental units rehabilitated: 25 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 42 Households Assisted</td>
</tr>
<tr>
<td>6</td>
<td>CHDO Set-Aside</td>
<td>2017</td>
<td>2018</td>
<td>Affordable Housing</td>
<td>Countywide</td>
<td>Housing Affordability</td>
<td>HOME: $116,886</td>
<td></td>
</tr>
<tr>
<td>Sort Order</td>
<td>Goal Name</td>
<td>Start Year</td>
<td>End Year</td>
<td>Category</td>
<td>Geographic Area</td>
<td>Needs Addressed</td>
<td>Funding</td>
<td>Goal Outcome Indicator</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------</td>
<td>--------------</td>
<td>-----------------</td>
<td>------------------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>Emergency Housing and Services for the Homeless</td>
<td>2017</td>
<td>2018</td>
<td>Homeless</td>
<td>Countywide</td>
<td>Homelessness &amp; Homelessness Prevention</td>
<td>ESG: $110,641</td>
<td>Homeless Person Overnight Shelter: 100 Persons Assisted</td>
</tr>
<tr>
<td>9</td>
<td>HMIS Support</td>
<td>2017</td>
<td>2018</td>
<td>Homeless</td>
<td>Countywide</td>
<td>Homelessness &amp; Homelessness Prevention</td>
<td>ESG: $35,000</td>
<td>Other: 1 Other</td>
</tr>
</tbody>
</table>

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

It is estimated that 154 eligible extremely low-income, low-income, and moderate-income families will be provided with affordable housing assistance during FY 2017-2018.
AP-35 Projects – 91.220(d)

Introduction

For FY 2017-18, Collier County will fund a total of 11 projects under the CDBG, HOME, and ESG programs. Please note that funding levels and goal outcome indicators are estimates for planning purposes. Payments to subrecipients for individual projects and/or activities are not contingent on meeting annual outcome indicators shown below. Subrecipient award amounts may not match those in the applications submitted to the County, as not all projects were funded at requested levels. Recommended activities are eventually finalized in a legal agreement approved by the Board of County Commissioners. The agreement is considered to contain the final activity description including funding levels, scope elements, deliverables and beneficiaries and supersedes any prior information such as the application or this action plan.

The CDBG projects include the following: public services, public facility and infrastructure improvements, and acquisition of real property for public purposes. These activities will benefit low- and moderate-income persons and meet the low/mod national objective based on area benefit, limited clientele, and housing. Under the HOME program, the County will fund affordable rental housing projects, including a tenant-based rental assistance program and the rehabilitation/preservation of existing rental housing units. ESG activities include: emergency shelter, homeless prevention and rapid re-housing, HMIS costs, and administration. The administrative costs of the CDBG and HOME projects are also included as projects and represent 20% and 10% of the program's annual allocation, respectively.

Table 9. Project Information

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CDBG Administration</td>
</tr>
<tr>
<td>2</td>
<td>Public Infrastructure Improvements</td>
</tr>
<tr>
<td>3</td>
<td>Public Services</td>
</tr>
<tr>
<td>4</td>
<td>Facility Improvements</td>
</tr>
<tr>
<td>5</td>
<td>Rehabilitation of Affordable Rental Housing</td>
</tr>
<tr>
<td>6</td>
<td>HOME Administration</td>
</tr>
<tr>
<td>7</td>
<td>CHDO Set-Aside</td>
</tr>
<tr>
<td>8</td>
<td>ESG Activities</td>
</tr>
<tr>
<td>9</td>
<td>Acquisition of Real Property</td>
</tr>
<tr>
<td>10</td>
<td>HOME Tenant Based Rental Assistance</td>
</tr>
<tr>
<td>11</td>
<td>Rehabilitation of Affordable Housing for Homeownership</td>
</tr>
</tbody>
</table>
Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocation priorities established in the FY 2017-18 Action Plan are consistent with those outlined in the Strategic Plan associated with the County’s FY 2016-2020 Consolidated Plan. The priorities were identified through a review of market conditions as well as a needs assessment that analyzed affordable housing, special needs housing, homeless, and non-housing community development needs of the County as well as through needs identified through citizen participation and the consultation process. The County made its funding decisions for this Action Plan based on need, geographic priorities, and opportunities to work with subrecipients and other partners that contribute other resources to leverage the federal funds. The main obstacle to addressing underserved needs is the shortage of financial resources to address the priority needs of the County.
## Projects

### AP-38 Projects Summary

#### Project Summary Information

<table>
<thead>
<tr>
<th>Table 10 – Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name</strong></td>
</tr>
<tr>
<td><strong>Target Area</strong></td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
</tr>
<tr>
<td><strong>Needs Addressed</strong></td>
</tr>
<tr>
<td><strong>Funding</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td><strong>Target Date</strong></td>
</tr>
<tr>
<td><strong>Estimate the number and type of families that will benefit from the proposed activities</strong></td>
</tr>
<tr>
<td><strong>Location Description</strong></td>
</tr>
<tr>
<td><strong>Planned Activities</strong></td>
</tr>
</tbody>
</table>

**2**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Public Infrastructure Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Target Area</strong></td>
<td>Immokalee Low Income Census Tract Area Bayshore CRA</td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
<td>Improve Public Infrastructure</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Infrastructure Improvements</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $268,399</td>
</tr>
<tr>
<td>Description</td>
<td>Provide funding to construct or improve public infrastructure such as sidewalks.</td>
</tr>
<tr>
<td>Target Date</td>
<td>9/30/2018</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>1,250 low- and moderate-income persons</td>
</tr>
<tr>
<td>Location Description</td>
<td>Immokalee (Census Tracts 112.04, 112.05, 113.01, 114.00)</td>
</tr>
<tr>
<td></td>
<td>Bayshore CRA (Census Tracts 107.01)</td>
</tr>
<tr>
<td>Planned Activities</td>
<td>1. Immokalee CRA Sidewalks including the engineering, design, and associated costs of the construction of sidewalks to benefit 250 persons.</td>
</tr>
<tr>
<td></td>
<td>2. Bayshore CRA Sugden Pathway including the engineering, design, construction, and related costs to install a pedestrian pathway that will benefit 1,000 persons.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Public Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Area</td>
<td>Immokalee- Low Income Census Tract Area</td>
</tr>
<tr>
<td></td>
<td>Countywide</td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Provide Public Services</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Public Services</td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $328,843</td>
</tr>
<tr>
<td>Description</td>
<td>Provide grants to subrecipients for provision of public services to low- and moderate-income persons including legal services, youth services, services for persons with disabilities, and services for abused and neglected children.</td>
</tr>
<tr>
<td>Target Date</td>
<td>9/30/2018</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>550 low- and moderate-income persons</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Location Description</td>
<td>Various locations in Collier County</td>
</tr>
<tr>
<td>Planned Activities</td>
<td></td>
</tr>
<tr>
<td>1. Legal Aid Services to Victims will provide legal service to benefit 150 victims of abuse and violence.</td>
<td></td>
</tr>
<tr>
<td>2. Boys and Girls Club of Collier County (BGCCC) Immokalee Programming will provide transportation and staffing for the facility to serve 250 students.</td>
<td></td>
</tr>
<tr>
<td>3. United Cerebral Palsy (UCP) Free to Be Me will provide transportation services for 50 persons with disabilities.</td>
<td></td>
</tr>
<tr>
<td>Child Advocacy Center of Collier County Family Safety Program will provide supervised visitation and safe exchange services for 30 families or 100 persons.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Name</td>
</tr>
<tr>
<td>Target Area</td>
<td>Immokalee- Low Income Census Tract Area</td>
</tr>
<tr>
<td>Countywide</td>
<td>City of Naples</td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Improve Public and Other Facilities</td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Public Facilities</td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $650,000</td>
</tr>
<tr>
<td>Description</td>
<td>Provide funding for acquisition and renovation costs of public facilities that serve low- and moderate-income persons including homeless persons.</td>
</tr>
<tr>
<td>Target Date</td>
<td>9/30/2018</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>25,472 persons</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| Location Description | Youth Haven- 5867 Whitaker Rd, Naples, FL 34112  
City of Naples Anthony Park - 1500 5th Avenue North, Naples, FL 34102 (Census Tract 7)  
Immokalee (Census Tracts 112.04, 112.05, 113.01, 114.00) |
| Planned Activities | 1. Youth Haven Cottage rehabilitation and renovation of a transitional housing facility for homeless youth serving 26 persons.  
2. City of Naples Anthony Park rehabilitation and construction of public restrooms in a LMI community park that will serve approximately 1,292 persons.  
3. Immokalee Fire Department acquisition of land for construction of a fire station that will serve approximately 24,154 persons. |
<p>| Project Name | Rehabilitation of Affordable Rental Housing |
| Target Area | Immokalee- Low Income Census Tract Area |
| Goals Supported | Affordable Rental Housing |
| Needs Addressed | Housing Affordability |
| Funding | HOME: $300,000 |
| Description | Site and infrastructure improvements in support of housing and rehabilitation of rental units. |
| Target Date | 9/30/2018 |</p>
<table>
<thead>
<tr>
<th>Estimate the number and type of families that will benefit from the proposed activities</th>
<th>100 low- and moderate-income households</th>
</tr>
</thead>
</table>
| Location Description | Oak Marsh Timber Ridge - 2449 Sanders Pine Circle, Immokalee, FL 34142  
Collier County Housing Authority - Farmworkers Village |
| Planned Activities | 1. Oak Marsh Timber Ridge site improvements and exterior rehabilitation of 75 rental units where interior rehabilitation will be funded from other sources.  
2. Collier County Housing Authority (CCHA) HVAC installation (Phase 2) to upgrade, install, and improve electrical and HVAC in 25 rental units. |
<p>| 6 | Project Name | HOME Administration |
| Target Area | Countywide |
| Goals Supported | Program Administration |
| Needs Addressed | Program Administration and Planning |
| Funding | HOME: $47,966 |
| Description | Management and oversight of the HOME Program by the Collier County Community and Human Services Division, including all eligible and allowable administrative costs. |
| Target Date | 9/30/2018 |
| Estimate the number and type of families that will benefit from the proposed activities | Not applicable |
| Location Description | Collier County |</p>
<table>
<thead>
<tr>
<th>Planned Activities</th>
<th>HOME Program Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
<td>CHDO Set-Aside</td>
</tr>
<tr>
<td><strong>Target Area</strong></td>
<td>Countywide</td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Needs Addressed</strong></td>
<td>Housing Affordability</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>HOME: $116,886</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Eligible CHDO Set-aside activities</td>
</tr>
<tr>
<td><strong>Target Date</strong></td>
<td>9/30/2018</td>
</tr>
<tr>
<td><strong>Estimate the number and type of families that will benefit from the proposed activities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location Description</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Planned Activities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>8</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
<td>ESG Activities</td>
</tr>
<tr>
<td><strong>Target Area</strong></td>
<td>Bayshore CRA</td>
</tr>
<tr>
<td></td>
<td>Countywide</td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
<td>Emergency Housing and Services for the Homeless</td>
</tr>
<tr>
<td></td>
<td>HMIS Support</td>
</tr>
<tr>
<td></td>
<td>Rapid Re-Housing and Homelessness Prevention</td>
</tr>
<tr>
<td></td>
<td>Program Administration</td>
</tr>
<tr>
<td><strong>Needs Addressed</strong></td>
<td>Homelessness &amp; Homelessness Prevention</td>
</tr>
<tr>
<td></td>
<td>Program Administration and Planning</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>ESG: $184,402</td>
</tr>
<tr>
<td>Description</td>
<td>Support shelter operations and services for victims of domestic violence. Provide rapid re-housing and homeless prevention for homeless households or those at-risk of homelessness. Support HMIS. Management and oversight of the ESG Program by the Collier County Community and Human Services Division.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Target Date</td>
<td>9/30/2018</td>
</tr>
</tbody>
</table>
| Estimate the number and type of families that will benefit from the proposed activities | Homeless person overnight shelter - 100 persons  
Homeless prevention - 3 households  
HMIS - Other: 1 organization assisted |
| Location Description | Collier County  
Confidential location |
| Planned Activities | Emergency shelter, rapid re-housing, homeless prevention, HMIS support, ESG program administration |

<table>
<thead>
<tr>
<th>9</th>
<th>Project Name</th>
<th>Acquisition of Real Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Area</td>
<td>Countywide</td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>Affordable Housing for Homeownership</td>
<td></td>
</tr>
<tr>
<td>Needs Addressed</td>
<td>Housing Affordability</td>
<td></td>
</tr>
<tr>
<td>Funding</td>
<td>CDBG: $600,000</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Funding for the acquisition of real property that will be developed for affordable housing or for other public purpose.</td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>9/30/2018</td>
<td></td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>7 low- and moderate-income households</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Countywide</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Habitat for Humanity site acquisition including the purchase of 7 lots on which affordable housing will be constructed.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10</th>
<th>Project Name</th>
<th>HOME Tenant Based Rental Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td>Countywide</td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>Affordable Rental Housing</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>Housing Affordability</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
<td>HOME: $504,919</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Provide funding for a tenant-based rental assistance (TBRA) program.</td>
</tr>
<tr>
<td></td>
<td>Target Date</td>
<td>9/30/2018</td>
</tr>
<tr>
<td></td>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>42 low- and moderate-income households</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location Description</th>
<th>Various locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Activities</td>
<td>Tenant-based rental assistance program providing rental subsidies to eligible households to help them afford their rent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11</th>
<th>Project Name</th>
<th>Rehabilitation of Affordable Housing for Homeownership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td>Immokalee- Low Income Census Tract Area</td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>Affordable Housing for Homeownership</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>Housing Affordability</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
<td>HOME: $150,000</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Rehabilitation or Replacement of homeownership units</td>
</tr>
<tr>
<td></td>
<td>Target Date</td>
<td>9/30/2018</td>
</tr>
<tr>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>2 low- and moderate-income households</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Location Description</td>
<td>Immokalee - CT 113.02</td>
<td></td>
</tr>
<tr>
<td>Planned Activities</td>
<td>Big Cypress Trailer rehab/replacement including all associated costs of purchasing and setting up 2 modular structures</td>
<td></td>
</tr>
</tbody>
</table>
AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Collier County and the City of Naples participate together in the Urban County CDBG program. Marco Island, an incorporated city within the County, opted out of participation in 2012. Over the next program year, the County anticipates spending 34% of its total HUD grant allocation (including CDBG, ESG and HOME) in Immokalee, 10% of its funds in the City of Naples, 9% of its funds in the Bayshore CRA specifically, and 47% of its funds on a Countywide basis, serving exclusively low- and moderate-income individuals.

A brief description of the activities in each target area is included below:

- Immokalee – CDBG funds will be used for land acquisition and associated costs for construction of a new fire station, engineering, design, and construction of sidewalks in the Immokalee CRA, and transportation funding for the Boys and Girls Club of Collier County.
- Bayshore CRA – CDBG funds will be used for engineering and construction design for public infrastructure improvements. The County will also support emergency housing and services in the Bayshore CRA through use of ESG funds.
- City of Naples – CDBG funds will be used for rehabilitation of public restrooms in a park located in a low-income census tract.
- Countywide – CDBG Public Services funds will be used on a Countywide basis to serve low-and moderate-income individuals. Services include legal aid services to victims of abuse and violence, transportation funding for the United Cerebral Palsy Free to Be Me service, and staff funding for a family safety program.

Geographic Distribution

Table 11. Geographic Distribution

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immokalee-Low Income Census Tract Area</td>
<td>34%</td>
</tr>
<tr>
<td>Bayshore CRA</td>
<td>9%</td>
</tr>
<tr>
<td>Countywide</td>
<td>47%</td>
</tr>
<tr>
<td>City of Naples</td>
<td>10%</td>
</tr>
</tbody>
</table>
Rationale for the priorities for allocating investments geographically

Collier County targets resources in low-moderate income census block groups to meet regulatory requirements for CDBG grant funds and to target the highest need areas whenever possible. The three maps, found in the Appendix, depict low- and moderate-income census block groups, indicate areas in the County deemed high need, which are “target areas” for HUD grant funds. These maps show low-moderate census block groups, where 51% or more of the population is classified as a low- and-moderate-income area according to the HUD FY 2016 LMISD data release. The first map shows low-mod block groups across the entire county. The second map shows the same data set with a focus on the Naples urban area. The third map shows the same low-mod data set with a focus on the Immokalee area.

Given the high concentration of low- and moderate-income individuals in the shaded areas, using CDBG and HOME funds in these areas is appropriate and effective in addressing the needs of low-income populations in the County.
Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Access to affordable housing is limited nationwide. Families who pay more than 30 percent of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care. An estimated 12 million renter and homeowner households now pay more than 50 percent of their annual incomes for housing. A family with one full-time worker earning the minimum wage cannot afford the local fair-market rent for a two-bedroom apartment anywhere in the United States. Communities without affordable housing quickly become segregated by income and family background. To promote economic and social diversity, communities need to provide for the needs of all families. Well-placed affordable housing opportunities allow communities to welcome a wide range of families and to create a vibrant, diverse, group of residents. Proposed goals for the number of households to be supported in PY 2017 are provided below.

The need for affordable rental and homeownership housing was a common theme heard during the Consolidated Plan development process. The greatest need is among renters with very low incomes, large families, immigrant families, and residents with disabilities. To address these needs, the County will use HOME, ESG, and CDBG funds to support the development of new affordable units and the rehabilitation of existing units. In several instances, the County will use grant funds for public infrastructure improvements or other site improvements that will support development or rehabilitation of affordable units. The County will also continue to offer its rapid re-housing and homelessness prevention for homeless families or those at risk of homelessness.

<table>
<thead>
<tr>
<th>Table 11. One Year Goals for Affordable Housing by Support Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Year Goals for the Number of Households to be Supported</td>
</tr>
<tr>
<td>Homeless</td>
</tr>
<tr>
<td>Non-Homeless</td>
</tr>
<tr>
<td>Special-Needs</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 12. One Year Goals for Affordable Housing by Support Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Year Goals for the Number of Households Supported Through:</td>
</tr>
<tr>
<td>Rental Assistance</td>
</tr>
<tr>
<td>The Production of New Units</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
</tr>
</tbody>
</table>
### One Year Goals for the Number of Households Supported Through:

<table>
<thead>
<tr>
<th>Acquisition of Existing Units</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>154</td>
</tr>
</tbody>
</table>

### Discussion

During PY 2017, the County anticipates supporting a total of 154 households, including 75 households through site improvements at Oak Marsh at Timber Ridge, 25 HVAC installations, 7 lot purchases for LMI housing, replacement of 2 manufactured homes, and 45 through rental assistance.

Though the County does not directly fund affordable housing for special needs populations, in PY 2017 the County will utilize ESG funds to provide access to emergency housing and services for 100 persons. Often, the shelters or organizations providing these services also serve special needs populations and the County continues to support these organizations.
AP-60 Public Housing – 91.220(h)

Introduction

The Collier County Housing Authority (CCHA) was created by the State legislature to provide decent, and safe housing for eligible low-income families, including the elderly and persons with disabilities. The CCHA owns and manages four public housing developments: 276 units of low income housing in Farm Worker Village, 315 units of farm labor housing including Farm Worker Village, 30 units of farm labor housing, known as Collier Village, and a 192-bed dormitory known as Horizon Village. In addition, the Authority serves an estimated 3,100 plus people through administration of the Section 8 rental assistance program and Family Self-Sufficiency Program to provide support services targeted to low-income, elderly, disabled and homeless persons who live in Collier County.

Farm Worker Village (FWV) is a multi-family low-income and farm-labor housing development built under the USDA 514/516 Program constructed in five phases over a period of thirty years. The development includes 176 total acres with 591 housing units, which range from single-family homes to duplexes, and quad-plexes. Farm Worker Village also contains a main office, two day cares, convenience store and laundromat, community center and playground.

Horizon Village offers 192 beds for unaccompanied migrants and seasonal farmworkers and is designed as a dormitory-style efficiency unit with beds for 8 persons, with a common kitchen area with appliances and two complete bathrooms. A meeting room is available to provide social and educational programs.

The housing authority’s 621 units for farmworker housing is funded by the U.S. Department of Agriculture (USDA). Unlike most public housing authorities, the CCHA has no HUD-funded public housing units but does provide administration of 449 Housing Choice Vouchers, and management of 30 units of senior housing in Immokalee.

Actions planned during the next year to address the needs to public housing

Collier County will use a portion of its HOME allocation to upgrade and install new HVAC units in 25 CCHA homes. These upgrades are critical to improving the quality of life for residents of the homes, improve air quality, and prevent heat-related illnesses.

Beyond Collier County’s assistance for CCHA homes, the CCHA itself has identified six goals to carry out annually that will optimize services for its public housing and Housing Choice Voucher
programs. During PY 2017, CCHA will continue to strive to meet the following goals:

- Expand the supply of assisted housing;
- Improve the quality of assisted housing;
- Increase assisted housing choices;
- Provide an improved living environment;
- Promote self-sufficiency and personal development of assisted households; and,
- Ensure equal opportunity and affirmatively further fair housing.

The CCHA will continue to manage its 621 units of farm-worker housing and 449 Housing Choice Vouchers. The CCHA also administers Collier County’s Tenant-Based Rental Assistance (TBRA) program. In PY 2017, CCHA will administer approximately $440,000 in HOME funding for TBRA activities for Collier County. The CCHA will continue to receive Section 8 housing assistance program funding and utilize vouchers at 100%. Rents associated with the federal developments are in accordance with HUD regulations and are 30% of the total income of the household. This is monitored through a yearly income verification to determine any income changes. Eligible applicants are those whose income is within the limits as determined by HUD.

In addition, CCHA adheres to a routine maintenance program for its farmworker and other physical housing units, and conducts regular maintenance as needed. Additionally, the CCHA will employ the following strategies to address the housing needs of Collier County families:

- Assist as many extremely low-income, very low-income, and low-income individuals and households as possible with the federal resources that have been awarded to CCHA.
- Increase the number of affordable housing units by applying for additional Section 8 vouchers should they become available.
- Leveraging affordable housing resources in the community through the creation of mixed-financed housing.
- Pursuing housing resources other than Section 8 tenant-based assistance.
- Target available assistance to families at or below 30% of AMI, homeless, and the elderly by continuing to do outreach to community partners that serve the low-income, homeless, and the elderly.
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

Actions to encourage public housing residents to become more involved in management and
participate in homeownership

In addition to offering affordable rental housing, the Housing Authority administers a number of programs, such as the Farm Worker Housing, the Housing Choice Voucher Program and the Family Self-Sufficiency Program, to promote self-sufficiency and economic opportunity for local residents.

Farm Worker Housing Rental Assistance (RA), is funded by the U.S. Department of Agriculture, Rural Development and administered by Housing Authority. The program allows qualified applicants to rent housing while maintaining rent payments that they can afford. RA is issued to participants in the amounts based upon composition of income and family size. Participants must live in approved USDA-RD housing communities.

The Housing Choice Voucher Program promotes adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination. The program allows qualified applicants the freedom to choose quality, privately owned housing within their community while maintaining affordable rent payments. Vouchers are issued to participants in amounts based upon composition of income and family size. Participants can choose any type of housing as long as it meets HUD’s Housing Quality Standards, and the rent charged is found to be reasonable as compared to the fair market for a comparable unit.

The Family Self-Sufficiency program enables HUD-assisted families in Collier County to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. The program allows qualified applicants the freedom to choose quality, privately owned housing within their community while maintaining affordable rent payments. Vouchers are issued to participants in the amounts based upon income and family size. Participants can choose any type of housing as long as it meets HUD’s Housing Quality Standards, and the rent charged is found to be reasonable as compared to the fair market for a comparable unit.

The CCHA also has a Section 8 Advisory Board. Interested voucher holders are encouraged to join the CCHA’s Section 8 Advisory Board, which gives them a formal opportunity to offer input on the voucher program to CCHA. The Board reviews CCHA’s PHA plans and the agency’s progress toward its goals.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Collier County Housing Authority is not designated as troubled.
AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

In the coming program year, Collier County will use its ESG funding to support the operating costs associated with a homeless domestic violence shelter, support a medium term rapid rehousing rental program for homeless and at-risk persons, and support the ongoing operations of the local HMIS system.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

A primary means by which the County reaches out to homeless persons identifies individual needs, and understands homelessness in the region, is through efficient data collection and analysis, using the County’s HMIS system. In the coming program year, the County will provide $35,000 of ESG funds to support operations, upgrade equipment, and to purchase software for the Collier County Hunger and Homeless Coalition’s HMIS activities.

The County also understands the high degree of need for services to victims of domestic violence, who find themselves homeless and in emergency situations. The County will offer $110,641 for the operating costs of a homeless domestic violence shelter in the area.

Addressing the emergency shelter and transitional housing needs of homeless persons

As noted above, the County will offer $110,641 for the operating costs for a homeless domestic violence shelter. The County expects to serve approximately 100 persons with these funds.

In addition to its ESG fund support, the County will also provide rehabilitation funds through its CDBG program allocation in order to renovate a homeless youth facility. These funds are expected to impact approximately 26 persons.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were
recently homeless from becoming homeless again

The County will also support a rapid rehousing rental program with $24,931, supporting an estimated three families with the funds. These funds will provide operating and program support to the Collier County Community & Housing Services (CHS) division that serve the homeless, and those persons at risk of homelessness to avoid eviction.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Beyond the activities stated above, including the rental assistance program, homeless youth facility renovation, domestic violence emergency shelter, and HMIS program support, the County will support low-income individuals and families avoid becoming homeless by bolstering the supply of income-restricted affordable housing in the County. This will be accomplished through its allocation of CDBG and HOME funds, allocation of State SHIP resources, and other means by which the County will expand the supply of affordable housing in the community.

The County will also continue to be an active and engaged partner in the work of the local Continuum of Care (CoC) lead agency, the Hunger and Homeless Coalition.
AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Various elements can create barriers to affordable housing, including negative effects of public policy as well as national, regional, and local housing market conditions. The major factors that contribute to affordable housing barriers within the County may include:

- Low household income;
- High rental rates;
- Loss of existing affordable units, due to lack of maintenance or necessary rehabilitation;
- Lack of incentives to develop affordable housing;
- Lack of/inadequate land that can be utilized to develop affordable housing; and,
- Price of land for development of affordable housing.

In 2015-2016, the Florida Housing Coalition prepared an affordable housing study, Building Capacity for Affordable Housing in Immokalee, for the Community and Human Services Division. The study identified several barriers to housing affordability in the community, including:

- Lack of rental developments with deep subsidies that result in rents affordable to households with incomes under 30% of the area median income (AMI);
- Need for housing rehabilitation to improve energy efficiency, accessibility, exterior maintenance, and interior health and safety; and
- Lack of housing developers that served demographics such as special needs households, renters and homebuyers with incomes between 60% and 140% AMI, and renters with incomes under 30% AMI.

The Collier County Land Development Code, as amended through December 11, 2014, and the Naples Land Development Code, as amended through October 6, 2015, were each reviewed and evaluated against a list of 15 common fair housing issues. In most cases, the zoning regulations are reasonably permissive and allow for flexibility in the most common fair housing issues. Neither jurisdiction received a high-risk score on any of the 15 issues that were evaluated. The County and Naples, however, received medium-risk scores on certain issues where the zoning regulations still have the potential to negatively impact fair and affordable housing, and where improvements to the rules and policies could more fully protect the fair housing rights of the County’s residents.

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning
ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Review of the land development codes suggested that the residential zoning criteria for the jurisdictions surveyed are not inherently prohibitive, and yet there is consensus among residents, planning officials, housing advocates, and other stakeholders that Collier County and Naples suffer from an affordability gap for both affordable and workforce housing. This problem will only grow, as rent and home prices are expected to continue their trend upward. The County is embarking on a planning initiative to develop additional incentives and programs to address affordable and workforce housing needs in the community. In March 2016, the Board of County Commissioners directed staff to prepare a community-driven countywide Affordable Housing Plan. In Building Capacity for Affordable Housing in Immokalee, the Florida Housing Coalition identified strategies for addressing barriers to affordable housing, some of which the County may consider including in its Affordable Housing Plan. While not an exhaustive list of the report’s recommendations, possible strategies include:

- Waiving or substantially reducing (rather than deferring) impact fees for affordable housing development for low- and moderate-income households;
- Allowing and encouraging the use of Accessory Dwelling Units;
- Prioritizing capital improvements in Immokalee;
- Providing guidance on suitable types of farmworker housing by zoning district;
- Improving code compliance efforts at mobile home parks in Immokalee;
- Revising the County’s Local Housing Assistance Plan to require 30- or 50-year affordability periods, rather than the current 15-year requirement; and
- Reviewing the use of Affordable Housing Density Bonus provisions, including determining how many units have been created under the provision, and whether enforcement actions were taken against developers that failed to provide the agreed-upon units.

Beyond incentives to negate the effect of public policy, the County will further assist in reducing barriers to affordable housing by implementing various programs targeted towards low- and moderate-income households. Through its grant programs, the County will support affordable housing by providing homeownership opportunities, developing new single-family homes, and bringing homes up to code through rehabilitation. These programs assist in eliminating barriers to affordable housing by providing economic opportunities for developers and minimizing overall household expenses for renters and homeowners.

In addition, the Collier County Housing Authority (CCHA) lowers barriers to affordable housing by providing economic subsidies to those most in need of affordable housing.
FY 17-18 Action Plan

Collier County

48

AP-85 Other Actions – 91.220(k)

Introduction

This section details the County’s planned actions to ensure safe and affordable housing for its residents, along with its plans to meet underserved needs, reduce poverty, develop institutional structure, and enhance coordination between public and private sector housing and community development agencies.

Actions planned to address obstacles to meeting underserved needs

To help remove obstacles to meeting underserved needs and to improve service delivery, Collier County will work with local non-profits and other subrecipients to coordinate the work of social service organizations, disseminate news and information, and spearhead community-wide solutions to local needs. Specifically, the County will work on projects to construct and improve public infrastructure and facilities that support the development of affordable housing and that benefit low- and moderate-income families; such as providing public services like legal aid, transportation and staffing services for persons with disabilities and other populations, and fund services for victims of domestic violence.

Actions planned to foster and maintain affordable housing

During the 2017-2018 program year, Collier County will foster the development of new affordable housing by providing funds for site acquisition for Habitat for Humanity Collier County, rehabilitating the Youth Haven Cottage, improving rental housing infrastructure at the Oak Marsh Timber Ridge facility, improving the HVAC condition in Collier County Housing Authority (CCHA) units, and replacing old trailers in the Big Cypress Trailer community.

The County is also working to develop additional incentives and programs to address affordable housing and workforce housing needs in the community. The County will coordinate with local agencies and the housing authority to ensure an adequate supply of Section 8 rental housing units for voucher holders, and follow the strategies outlined in the County’s Consolidated Plan to ensure funds are leveraged and deployed in as effective a manner as possible.

Actions planned to reduce lead-based paint hazards

The County’s health department is the lead agency responsible for conducting lead screenings and identifying properties in need of rehabilitation to reduce exposure to lead-based paint. The County will certainly continue to comply with Federal regulations related to lead-based paint,
including in CCHA units.

**Actions planned to reduce the number of poverty-level families**

The County is proud of its work to eliminate cost burden and target resources in an effective and coordinated manner. The County has two designated CRA areas, and will focus much of its HUD CPD program funding in those areas. By doing so, the County will leverage complementary initiatives aimed at workforce development, business development, public infrastructure and community programming initiatives, and other quality of life features that connect persons living in poverty with services, and options to lift those families out of poverty.

**Actions planned to develop institutional structure**

Collier County has formed an Affordable Housing Advisory Committee (AHAC), composed of representatives from the residential home building, banking/mortgage, labor, low-income advocacy, for-profit social service, non-profit social service, real estate, employers, and the local planning industries. These representatives serve as an informed body of experts with unique perspectives on the local landscape of affordable housing needs and market dynamics in Collier County.

Collier County will continue to work with the AHAC to strengthen its leadership role in guiding affordable housing decisions in the community. Strengthening the institutional expertise and authority of the AHAC will improve the County’s work in the years ahead.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The County will work to foster collaboration through dissemination of services, news, and information across social service organizations, subcontractors, and public and private entities. One way the County will accomplish this is through subrecipient meetings that bring together affordable housing developers and social service agencies. Additionally, development of the Countywide Affordable Housing Plan over the next year will require input from and coordination of both housing providers and social service agencies. The County will encourage community-based solutions and regional partnerships, and will continue to support and participate in the CoC, whose membership includes both affordable housing and social service agencies.
Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction

In AP-90, Collier County provides information required by regulations governing the Community Development Block Grant (CDBG) program, the HOME Investment Partnership (HOME) program, and the Emergency Solutions Grant (ESG) program.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)
Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.
3. The amount of surplus funds from urban renewal settlements
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan
5. The amount of income from float-funded activities

Total Program Income:

Other CDBG Requirements

1. The amount of urgent need activities
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.
HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

   Not applicable. Collier County does not anticipate using any other forms of investment beyond those identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

   Collier County operates a Down Payment Assistance and an Acquisition/Development program, both of which use HOME funds to assist homeowners or homebuyers and therefore require Recapture and Resale Provisions. The County’s Recapture and Resale Provisions are included in full as an attachment to this document.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

   The County’s Recapture and Resale Provisions are included in full as an attachment to this document.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   Not applicable. Collier County has no plans to use HOME funds to refinance existing debt secured by multifamily housing rehabilitated with HOME funds.

Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

   Collier County’s ESG Policy and Procedures Manual is attached to this document.

2. If the Continuum of Care has established centralized or coordinated assessment system that
meets HUD requirements, describe that centralized or coordinated assessment system.

The Hunger & Homeless Coalition of Collier County serves as the Lead Agency and has been designated by the CoC as the Collaborative Applicant to apply for the HUD CoC grant on behalf of Collier County’s Continuum of Care. As the Lead Agency, the Hunger & Homeless Coalition also has operational and planning duties with respect to the CoC. The Hunger & Homeless Coalition is developing a coordinated assessment system, in which Collier County will participate. The CoC will establish and operate a coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Executive Committee shall appoint a working group to develop operating guidelines for coordinated assessment. The coordinated assessment system will: (1) cover the geographic area of Collier County; (2) be easily accessed by individuals and families seeking housing or services; (3) be well-publicized; and (4) include a comprehensive and standardized tool providing an initial assessment of housing and service needs. In addition, the CoC’s coordinated assessment system will incorporate the written standard for providing CoC assistance when evaluating and referring potential program participants. Individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking who are seeking shelter or services from non-victim services providers will be directed to The Shelter for Abused Women and Children for assessment of housing and service needs.

In the meantime, the HMIS is used widely amongst appropriate agencies.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The County provides a competitive process for awarding all entitlement funding. This is widely advertised formally, via email, and at partnership meetings. A review and ranking committee reviews applications for merit and compliance. The CoC is provided an opportunity to support or not support an application. Eventually, the recommended awardees are noted in the Annual Action Plan. All public comment requirements are followed. The Annual Action Plan is presented to the Board of County Commissioners for approval, and then to HUD.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions
regarding facilities and services funded under ESG.

Collier County meets the homeless participation requirement found in 24 CFR 576.405(a) through the Continuum of Care, which is led by the Collier County Hunger and Homeless Coalition. The CoC comments on funding applications and considers policies regarding homeless facilities and services. Other organizations representing the homeless provided input for the Consolidated Planning process, and a focus group was held at the Shelter for Abused Women and Children to gather input about housing and community development priorities. The County will continue to consult with homeless or formerly homeless individuals, along with local organizations that represent and provide services to the homeless.

5. Describe performance standards for evaluating ESG.

Collier County uses its project outcome performance report and progress reports to evaluate ESG. The program outcome performance report is due semi-annually, and quarterly progress reports are submitted by the CHS and each subrecipient. Data from participants served is entered into the HMIS system. Domestic Violence grantees use an alternative system for reporting, such as ALICE. Progress Reports are submitted quarterly, due by the end of the month following the end of the quarter. The CHS report must be signed by the Division Director or Authorized Designee and SSO reporting shall be governed by the subrecipient agreement. Reports collect accomplishment and beneficiary data so that Collier County can track subrecipient performance. Monitoring standards for emergency shelters can also be found in the written policies and procedures manual attached.
Attachments

Grantee Unique Appendices

Collier County Low-Mod Block Groups

Legend
- Low-Mod Block Groups
- Collier County

Low-mod block groups across the entire county.
Low-mod block groups across the entire county with a focus on the Naples urban area.
Low-mod data set with a focus on the Immokalee area.
Community and Human Services
Administrative Policy/Procedure

Recapture and Resale Provisions

Revision 0

Effective Date 2/19/2015

Writer: Margo Castorena
Sponsor: Kim Grant, Director-CHS

Approved
Geoffrey Magon-Monitoring Unit Supervisor

Date
HOME RECAPTURE/RESALE POLICY

Resale and Recapture Policies

Participating Jurisdictions (PJs) undertaking HOME-assisted homebuyer activities, including any projects funded with HOME Program Income (PI) must establish written resale and/or recapture provisions that comply with HOME statutory and regulatory requirements. These provisions must also be set forth in the PJ’s Consolidation Plan. The written resale and/or recapture provisions that a PJ submits in its annual Action Plan must clearly describe the terms of the resale and/or recapture provisions, the specific circumstances under which these provisions will be used (if more than one set of provisions is described), and how the PJ will enforce the provisions for HOME-funded ownership projects. HUD review and approves the provisions as part of the annual Action Plan process.

The purpose of this section is to provide the “resale” and “recapture” policies of Collier County Community and Human Services Division (CHS). As stated above, HOME requires that PJs utilize resale and/or recapture provisions to ensure continued affordability for low to moderate income homeowners and as a benefit to the public through the wise stewardship of federal funds. CHS does not use Resale at this time for the HOME program.

CHS has two programs which use HOME funds to assist homeowners or homebuyers:

1. Down Payment Assistance (DPA) - new homebuyers - Recapture
2. Acquisition and Development – developers of new rental housing - Recapture

Recapture

Under HOME recapture provisions financial assistance must be repaid if it is provided directly to the buyer or the homeowner. Upon resale, the seller may sell to any willing buyer at any price. The written agreement and promissory note will disclose the net proceeds percentage, if any, that will be allotted to the homebuyer and what proceeds will return to the PJ. Once the HOME funds are repaid to the PJ, the property is no longer subject to any HOME restrictions. The funds returned to the PJ may then be used for other HOME-eligible activities.

Collier County Recapture Policy

The Collier County Community and Human Services HOME funded programs under the recapture provisions is the Down Payment Assistance Program (DPA) and the Development of new housing.
The (HOME) federal assistance will be provided in the form of a 0% interest, deferred payment loan. The full executed (by all applicable parties) and dated Promissory Note and Mortgage and Warranty Deed will serve as the security for these loans. The Mortgage and Warranty Deed will also be recorded in the land records of Collier County.

The repayment of the DPA or County is made solely from the net proceeds of sale of the Property (except in the event of fraud or misrepresentation by the Borrower described in the Promissory Note).

Under "Recapture" provisions, if the home is SOLD prior to the end of the required affordability period, the net sales proceeds from the sale, if any, will be returned to CHS to be used for other HOME-eligible activities. Other than the actual sale of the property, if the homebuyer or homeowner, or developer breaches the terms and conditions for any other reason, e.g. no longer occupies the property as his/her/their principal residence, the full amount of the subsidy is the immediately due and payable. This repayment of funds is in accordance with Section 92.254(a)(5)(ii) of the HOME Investment Partnerships Program regulations which provides for the recapture of the full HOME investment out of the net proceeds from the sale of the property.

**Shared Net Proceeds**

If in the case the net proceeds are not sufficient to recapture the full HOME investment and enable the homeowner to recover the amount of the homeowners down-payment and any capital improvement investment made by the owner since purchase CHS may share the net proceeds.

The net proceeds may be divided proportionally y as set forth in the following formula:

\[
\frac{\text{HOME investment}}{\text{HOME investment} + \text{homeowner investment}} \times \text{Net proceeds} = \text{HOME} \text{ amount to be recaptured}
\]

\[
\frac{\text{homeowner investment}}{\text{HOME investment} + \text{homeowner investment}} \times \text{Net proceeds} = \text{amount to homeowner}
\]

**Sample Note and Mortgage**
HOME INVESTMENT PARTNERSHIP ACT (HOME)

SAMPLE SECOND MORTGAGE

THIS SECOND MORTGAGE is made by John and Jane Doe, a married couple
("Borrowers"), in favor of COLLIER COUNTY, a political subdivision of the State of Florida,
("Mortgagee"), which terms, "Borrower" and "Mortgagee" shall include heirs, legal
representatives, successors, and assigns.

Borrower is justly indebted to Mortgagee in the principal sum of Eighteen Thousand Five
Hundred and no/100 Dollars ($18,500.00), which is evidenced by a Promissory Note (the
"Note") executed by Borrower in favor of Mortgagee dated of even date, the terms and conditions
of which are incorporated in and made a part of this Second Mortgage by reference. This debt is
evidenced by Borrower's Note dated the same date as this Security Instrument ("Mortgage"),
which provides for the full debt, if not paid earlier, due and payable on transfer of title, sale of
property, refinance, or loss of homestead exemption. This Mortgage will be forgiven at the five
(5th) year anniversary date of mortgage.

TO SECURE to Mortgagee the repayment of the indebtedness evidenced by the Note and
the performance of the covenants and agreements contained in this Second Mortgage and the
Note, Borrower does hereby grant unto Mortgagee all that certain land situated in Collier County,
Florida, more particularly described as follows:

Legal Description:

Folio Number:

Property Address: 111111 Majestic Circle, Naples Florida 34000

TOGETHER with all and singular the tenements, hereditaments, easements, and
appurtenances, and all structures, buildings, and improvements of every kind and description now
or hereafter on the land shall be deemed to be and remain a part of the real Property covered by
this Second Mortgage.

All of the above described Property and interests are referred to in this Mortgage as the
"Premises".

The terms of this Mortgage do not require that payments be made as long as the
makers comply with the following conditions and provisions:

AND SO LONG AS the Premises are subject to the First, Second and Second Mortgage,
Borrower agrees that Borrower shall perform all of Borrower's obligations under the First, Second
and Second Mortgage, including making payments when due.

FURTHERMORE, any default by Borrower under the First Mortgage shall constitute a
default under this Mortgage, and Mortgagee shall have all the rights and privileges granted to it
under this Mortgage in the event of such default.

ADDITIONALLY, Mortgagee, at its election, and without notice to Borrower, may make, but
shall not be obligated to make, any payments Borrower has failed to make under the First and
Second Mortgage. Mortgagee may add the amount of those payments to the principal debt secured
by this mortgage. Any payment by Mortgagee shall not release Borrower from Borrower's
PROVIDED ALWAYS, that if the Borrower pays to Mortgagee the principal sum of the Note, and if the Borrower shall duly, promptly and fully perform, discharge, execute, effect, complete and comply with and abide by each and every one of the stipulations, agreements, conditions and covenants of the Note, this Mortgage and all other documents and instruments executed as further evidence of or as security for the principal sum of the Note, then this Mortgage and the estates and interest granted and created shall cease, terminate and be null and void;

AND BORROWER COVENANTS and agrees to be bound by the following terms and conditions until the indebtedness secured by this mortgage is fully repaid:

1. **Performance.** The Borrower expressly covenants and agrees to perform, comply with, and abide by, each and every one of the covenants, stipulations, agreements and conditions contained and set forth in the Note, this Mortgage and any and all other documents and instruments executed and delivered by the Borrower to and in favor of the Mortgagee as security for, evidence of, or otherwise connected with, or incidental to, the loan transaction evidenced by the Note and secured by this Mortgage.

2. **Taxes and Assessments.** Borrower shall pay, before they become delinquent, and before any interest or penalty shall attach thereto, all taxes, assessments, and encumbrances of every nature that may for any and all purposes be payable, assessed, or imposed on the premises or any part thereof. Borrower shall deliver official receipts showing the payment of the same to the Mortgagee not later than thirty (30) days following the payment of the same or five (5) days following Mortgagee’s demand for the official receipts.

3. **No Waste.** Borrower will permit, commit, or suffer no waste, impairment, or deterioration of the premises and will keep and maintain all improvements now and hereafter on the premises in sound condition and good repair. Borrower will not use or cause the property to be used for purposes contrary to applicable law. Mortgagee, or its agent, shall have the right and shall be permitted, but shall not be required, at all reasonable times, to enter upon and inspect the Mortgaged Property to insure compliance with the foregoing covenants and conditions set forth in this Mortgage.

4. **Insurance.** Borrower shall keep the dwelling and eligible appurtenant structure(s) insured against loss by the perils of fire, windstorm, extended coverage, vandalism and malicious mischief (FEC, V & MM) for an amount equal to or greater than the actual cash value (ACV) of the said dwelling and appurtenant structure(s). This amount of coverage shall be for the highest insurable value, so that Mortgagee is not subject to coinsurance.

In the event of loss by reason of hazards, casualties, contingencies and perils for which insurance has been required by the Mortgagee, the Borrower shall give immediate notice thereof by mail to the Mortgagee.

The Borrower agrees that the County does not in any way represent that the type or amount of insurance is sufficient or adequate to protect the Borrower’s interests or liabilities, but is merely a minimum.

5. **Right to Cure.** In the case of any breach under this mortgage by Borrower, mortgagee may, at its option, and after at least 10 days notice to Borrower, expend any sums necessary to cure such default, and all sums so expended shall be secured by this mortgage.

6. **Acceleration.** The whole amount of the indebtedness secured by this mortgage shall become due and payable, at the option of mortgagee: (i) after default in the performance of any covenant in this mortgage which remains uncured for 15 days after notice of default; or, (ii) upon institution of foreclosure proceedings of any other mortgage or lien affecting the premises which is not dismissed within 15 days, and this mortgage may be foreclosed, and all costs and expenses of collection by foreclosure or otherwise, including attorney’s fees, shall be paid by Borrower and secured by this mortgage.

In the event of a foreclosure, the recapture amount will be reduced on a prorate basis for the time the homeowner has owned and occupied the home as referenced by the note, and will be paid from the net proceeds available from the sale of the property. The net proceeds are the sales price minus superior loan repayment. If there are no net proceeds from the foreclosure sale, repayment is not required and the HOME Program requirements are considered satisfied.
7. Occupancy; Encumbrance; Transfer of Premises. The Borrower shall notify the Mortgagee in the event the Borrower transfers, assigns, sells, refinances, mortgages, does not continuously occupy and homestead the property as their primary residence, or in any manner disposes of all or a portion of any interest in the premises. Upon the happening of any such event, and at the mortgagee’s option, the whole amount of the indebtedness secured by Mortgagee shall become immediately due and payable. Should the outstanding indebtedness not be satisfied on the date of such transfer, assignment, sale, refinancing, mortgage, non-occupancy, or other conveyance, this mortgage may be foreclosed, and all costs and expenses of collection by foreclosure or otherwise, including attorney’s fees, shall be paid by Borrower and secured by this mortgage. That so long as the Note secured hereby remains outstanding, the Borrower shall neither voluntarily or involuntarily permit the Mortgaged Property or any part thereof to become subject to any secondary or other junior lien, mortgage, security interest or encumbrance of any kind whatsoever without the prior written consent of the Mortgagee.

8. Receiver. In the event suit is instituted to foreclose this mortgage or to enforce payment of any claims under this mortgage, mortgagee shall be entitled to the appointment of a receiver to take charge of the premises, to collect the rents, and care for the premises, and such appointment shall be made by the court having jurisdiction thereof as a matter of absolute right to the mortgagee, and all rents, profits, incomes, issues, and revenues of the premises are hereby assigned and pledged as further security for payment of the mortgage indebtedness, with the right on the part of mortgagee at any time after default under this mortgage to demand and receive and apply the same to the indebtedness secured by this mortgage.

9. Condemnation. In the event all or any part of the premises shall be condemned or taken for public use under powers of eminent domain, the proceeds of any award or claim for damages, direct or consequential, connected with the condemnation or taking are hereby assigned and shall be paid to mortgagee up to the amount of the outstanding indebtedness secured by this mortgage. Such condemnation or application shall not otherwise affect or vary the obligation of Borrower to pay the indebtedness.

10. Notice. Any notices permitted or required under this mortgage or the note shall be in writing, and shall be personally delivered or sent by registered or certified mail, postage prepaid, return receipt requested, and addressed as follows or as otherwise designated by written notice given in the same manner:

As to Borrower:  
xxxx  
10585 Majestic Circle  
Naples, Florida 34107

As to Mortgagee:  
Collier County Community and Human Services  
3299 Tamiami Trail E, Suite 211  
Naples, Florida 34112

11. Parties Bound. This mortgage shall be binding on and inure to the benefit of the parties and their respective heirs, personal representatives, administrators, successors, and assigns. Borrower’s covenants and agreements shall be joint and several.

12. Severability. If any provision of this mortgage shall be invalid or unenforceable under applicable law, the remainder of the mortgage which can be given effect without the invalid provision shall be enforceable to the maximum extent permitted by law.

13. Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this second mortgage.

14. Applicable Law. This mortgage shall be governed by and construed in accordance with the laws of the State of Florida.

15. Compliance with Laws. Borrower warrants and represents that Borrower has complied, and shall hereafter comply, with all valid laws, ordinances, regulations, and orders of federal, state, local and other governmental authorities that relate to the premises.

16. Remedies Cumulative. In the event of a default in payments due under the note which remains uncured for 15 days after the due date, or in the event of any other default under this mortgage which remains uncured for 15 days after notice from mortgagee to Borrower, mortgagee shall have, in addition to other rights and remedies specified in this mortgage, all other
rights and remedies provided by law or in the note. The remedies of mortgagee shall be cumulative and concurrent, and may be pursued singularly, successively, or together at the sole discretion of mortgagee, which may exercise them whenever necessary. The failure to exercise any right or remedy shall in no event be construed as a waiver or release of the right or remedy.

17. **Release.** Upon payment of all sums secured by this mortgage, mortgagee shall release this mortgage without charge to Borrower. Borrower shall pay any recordation costs.

IN WITNESS WHEREOF, this Second mortgage has been given, executed, and delivered by Borrower on the date first above written.

In the presence of:

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<th>Co-Borrower Signature</th>
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<td>XXXXXXXXXXXXXXXXXX</td>
<td>XXXXXXXXXXXXXXXXXX</td>
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<td>Printed Name</td>
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Property: 11111 Majestic Circle
Naples, Florida 34---

STATE OF FLORIDA

COUNTY OF COLLIER

The foregoing instrument was acknowledged before me this _____ day of ________________, 2013, by XXXXXXXXXXXXXXXXXX who is (are) ____________________________ personally known to me or who has produced ____________________________ as identification and who did (did not) take an oath.

(SEAL)

Signature

Typed Name

Commission expiration date
SAMPLE PROMISSORY NOTE
HOME INVESTMENT PARTNERSHIPS ACT (HOME)

Borrower(s): John and Jane Doe.

11111 Majestic Circle, Naples, Fl 34102

(for Property Address) (City) (State) (Zip)

FOR VALUE RECEIVED, the undersigned jointly and severally ("Borrower") promise(s) to pay to the order of COLLIER COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, or to any other holder of this Note (the "Lender"). whose address is 3333 Tamiami Trail E, Suite 211, Naples, Florida 34112, the principal sum of Eighteen Thousand Five Hundred and no/100 Dollars ($18,500.00), without interest, unless otherwise required below. I/We understand that the Lender may transfer the Promissory Note. The Lender or anyone who takes this Note by transfer and who is entitled to receive payments under this Note will be called the "Note Holder".

If the terms of this note and the mortgage securing the note are fully complied with, then the outstanding principal balance shall be forgiven on the maturity date, which shall be five years from the date of the executed note.

This note is secured by a third mortgage on real property located in Collier County, Florida, of the same date as this note and executed by maker in favor of the County. If the borrower occupies the property continuously as required by 24 CFR 92.254 for the five (5) year term, a satisfaction of mortgage will be given at the end of the term.

In the event maker transfers, assigns, sells, refinances, does not continuously occupy and homestead property as their primary residence, or in any manner disposes of all or a portion of the property which is subject to the third mortgage securing this note during the five (5) year term, the entire principle balance of this note will be due and payable. Subletting of the Property is not allowed. A refinancing of the first mortgage may be approved without repayment if the request is submitted in writing and the refinancing is in accordance with the Collier County "Subordination Policy".

The Maker shall be required to submit proof of principal occupancy to Collier County on an annual basis beginning on the anniversary of the first-year occupancy and annually until the end of the amortization period. Such proof shall include: proof of homestead exemption. If the Maker fails to provide sufficient proof of occupancy in a timely manner, the County may contract with an independent title company to perform the necessary title re-certification, the cost of which will be added to the principal amount of this Promissory Note.

The County shall have the option, without notice to maker, to declare the entire principal balance of this note to be due and payable forthwith in advance of the maturity date upon the failure of maker to perform in accordance with any of the terms, covenants, or conditions of the second mortgage securing this note, to pay any amount due under this note, or otherwise comply with 24 CFR 92.254 or any other applicable HOME regulation.

If COLLIER COUNTY takes such actions as described above, it will have the right to be paid back for all of its costs and expenses, including reasonable attorney's fees.

Maker may prepay this note in full, or in part, at any time without penalty.

This note and the third mortgage securing it shall be governed by and construed in accordance with the laws of the State of Florida.

Maker waives presentment, notice of dishonor, and protest and agrees to pay all costs, including reasonable attorney's fees, whether suit be brought or not, for the services of legal counsel employed to collect this note or protect its security upon maturity or default.

This note is governed and construed in accordance with the Laws of the State of Florida.

________________________  __________________________
Borrower: Signature       Date

________________________  __________________________
Co-Borrower: Signature    Date
COLLIER COUNTY
EMERGENCY SOLUTIONS GRANT

POLICIES AND PROCEDURES MANUAL
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1. General Information

1.1 Summary

Emergency Solutions Grants Program

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. The ESG Interim Rule took effect on January 4, 2012. The second allocation of FY 2011 ESG funding and future years are all subject to the ESG regulations. The first allocation of FY 2011 ESG funding and prior years are subject to the Emergency Shelter Grants Program regulations, (24 CFR Parts 91 and 576).

1.2 Federal & State Legislation

Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH): Emergency Solutions Grants (ESG) Consolidated Plan Conforming Amendments

This interim rule, published in the Federal Register on December 5, 2011, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program’s name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program’s focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD’s application process to assist homeless persons by providing greater coordination in responding to their needs.

Federal Register/Vol. 76, No. 233/Monday, December 5, 2011/Rules and Regulations

2. Program Intent

The Collier County (the County/Collier County Community and Human Services/CHS) Emergency Solutions Grant (ESG) provides federal funds to support local programs in assisting individuals and families to a) prevent homelessness b) quickly regain stability in permanent housing after experiencing a housing crisis or homelessness and c) improve the quality and quantity of emergency shelter services for the homeless. ESG funds are available for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and data collection through the Homeless Management Information System.
2.1 Release of Information
All information about the applicant/client is confidential. Disclose information only for purpose of determining program eligibility, providing benefits, or investigating possible violation of federal, state and local regulation(s) associated with ESG delivery. Disclose only appropriate information that is pertinent to the eligibility of the applicant, and exclude those items considered not pertinent to eligibility.

Access to information by inappropriate or unauthorized individuals or parties is a violation of the individuals’ right to confidentiality. Inappropriate disclosure of information can result in severe penal action. Take care to secure all files so that unauthorized personnel do not have access to them.

Collier County Community and Human Services (CHS) will require clients to sign an Authorization to Use and Disclose Information form (see the “Forms” section of this manual), separate from a Confidentiality Policy form, during the intake process; however, failure to sign an Authorization to Use and Disclose Information form cannot be the basis for denying program services to otherwise eligible clients.

If the release of information were necessary to obtain documentation related to determining eligibility for the program, base the denial on the lack of required verification necessary to determine program eligibility and not on the refusal to sign the Authorization to Use and Disclose Information form.

2.2 Confidentiality
CHS shall ensure that all its officers, employees, subrecipients and agents are aware of and comply with this confidentiality requirement, along with the “Safeguarding Information for the Financial Assistance Programs” regulations as shown at 45 CFR §205.50 (www.ecfr.gov).

Confidential records are all applications, records, files, and communications relating to applicants for, and clients of, services offered by ESG.

The confidential policy standards maintained by CHS shall comply with all applicable local, state and federal requirements. All records shall be maintained for a minimum of five years and shall be available upon request for review to federal, state and county auditors and/or examiners in the course of their regular audits and monitoring functions of ESG.

3. Applicable Rules and Regulations
All the following as may be amended from time to time:
24 CFR 5.Subpart F Occupancy Requirements for Section 8 Project-Based Assistance
24 CFR 91 Consolidated Submissions for Community Planning & Development Programs
24 CFR 576 Emergency Solutions Grant Program
45 CFR 92.3 and 92.24 Definitions and Matching or Cost Sharing
45 CFR 205.50 Safeguarding Information for Financial Assistance Programs
This manual provides guidelines for the Community and Human Service ESG programs and as amended from time to time along with all other references made within this manual.

CFRs cited are amended from time to time and can be found at:
http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=%2Findex.tpl

3.1 Acronyms

Acronyms commonly used are:
AMI Area Median Income
CAA Community Action Agency
CFR Code of Federal Regulations
CHS Community and Human Services
ESG Emergency Solutions Grant
FMR Fair Market Rent
HH Household
HMIS Homeless Management Information System
HPRP Homeless Prevention and Rapid Re-Housing Program
HQS Housing Quality Standards
HUD United States Department of Housing and Urban Development
IDIS Integrated Disbursement and Information System
SRO Single Room Occupancy
TANF Temporary Assistance for Needy Families
SSO Subrecipient Shelter Organization
URA Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
VA Veteran’s Administration

3.2 Definitions [24 CFR 576.2, as amended]

At-Risk of Homelessness:

*Individuals and Families who:*

1. Have an annual income below thirty percent (30%) of median family income for the area; **AND**
2. Do not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; **AND**
3. Meets one of the following conditions:
   a. Has moved because of economic reasons two (2) or more times during the sixty (60) days immediately preceding the application for assistance; **OR**
   b. Is living in the home of another because of economic hardship; **OR**
   c. Has been notified that their right to occupy their current housing or living situation will be terminated within twenty-one (21) days after the date of application for assistance; **OR**
   d. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; **OR**
e. Lives in an SRO or efficiency apartment unit in which there resides more than two (2) persons or lives in a larger housing unit in which there resides more than one and a half persons per room; OR
f. Is exiting a publicly funded institution or system of care; OR
g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the CHS’s approved Consolidated Plan.

**Domestic Violence:**
This definition includes domestic violence, dating violence, sexual assault, stalking, attempting to cause, or intentionally, knowingly or recklessly causing or placing another in fear of imminent serious physical injury or emotional, mental or verbal abuse, and using coercive or controlling behavior. This does not include other criminal acts such as violence perpetrated by a stranger, neighbor, acquaintance or friend, unless those persons are family members, intimate partners or household members. (Note: This definitional aligns with TANF rules and regulations)

**ESG Objectives:**
Objectives for the ESG programs shall mean benefit to the homeless and at risk for homeless who meet the eligibility and income requirements of ESG (thirty (30) percent of AMI)

**Grant Administration:** General management and oversight of the ESG program by the County. Grant administration is capped at 7.5% of all ESG funding.

**HMIS:**
Homeless Management Information System for inputting and tracking Client Information in compliance with the ESG program.

**Homeless:**
There are four categories of people who are “homeless” and therefore eligible for assistance through the ESG program:

1. Category 1: Literally homeless: a HH that lacks a fixed, regular, and adequate nighttime residence, meaning:
   a. Using a primary nighttime residence that is a public or private place not meant for human habitation (includes car, park, abandoned building, bus or train station, airport, or camping ground); OR
   b. Is living in a publicly or privately operated shelter (see “Definitions” section of this manual) designated to provide temporary living (see “Definitions” section of this manual) arrangements; OR
   c. Is exiting an institution where the HH has temporarily resided for ninety (90) days or less **AND** who resided in a shelter or place not meant for human habitation prior to entering the institution.
2. Category 2: Imminent risk of homelessness: a HH who will imminently lose their primary nighttime residence, provided that:
   a. The residence will be lost within fourteen (14) days of the date of application for homeless assistance by court order (see definition for “Documentation”); **AND**
   b. No subsequent residence has been identified; **AND**
   c. The HH lacks the resources or support networks needed to obtain other permanent housing.

3. Category 3: Unaccompanied Youth with Children Who Qualify as Homeless under Other Federal Statutes: Unaccompanied Youth under twenty-five (25) years of age, with Children who do not otherwise qualify as homeless under this definition, but who:
   a. Are defined as homeless under “other federal statutes” (see “Definitions” section of this manual); **AND**
   b. Has not leased, owned, or rented a permanent housing space for at least sixty (60) days prior to application for assistance; **AND**
   c. Has had at least two moves within the past sixty (60) days, prior to application for assistance; **AND**
   d. Has one or more chronic disabilities (see “Definitions” section of this manual), **AND**
   e. Has at least two barriers to employment (see “Definitions” section of this manual)

   **Note:** This definition applied only to the 2011 NOFA and is only allowable on Continuum of Care projects and its use must be preapproved by HUD and follow very strict guidelines. A copy of the Notice is also included in Appendix B.

4. Category 4: Fleeing, or attempting to flee, domestic violence (as defined in this manual): a HH who:
   a. Is fleeing, or is attempting to flee, domestic violence; **AND**
   b. Has no other residence; **AND**
   c. Lacks the resources or support networks to obtain other permanent housing

**Matching:** ESG requires a match of dollar for dollar from eligible cash and non-cash contributions. The County and Subrecipients must match ESG grant funds dollar-for-dollar pursuant to 24 CFR 576.201.

1. Matching funds shall be provided after the date of the grant award.
2. Funds used to match a previous ESG grant may not be used to match a subsequent grant award.
3. A Subrecipient may comply with this requirement by providing the matching funds from any source, including any Federal source other than the ESG program, as well as state, local and private sources.
4. A Subrecipient must ensure the laws governing any federal funds to be used do not prohibit those funds from being used to match ESG funds.
5. In order to meet the matching requirement, the matching contributions must meet all the requirements that apply to the ESG funds provided by HUD as required by 24 CFR 576.201(c).
6. Matching contributions may be in the form of the following:
   a. Cash contributions; or
b. Non-cash contributions, calculated per requirements in 24 CFR 576.201(e), include the value of any real property, equipment, goods, or services contributed to the SSO’s ESG program, provided that if a Subrecipient had to pay for them with grant funds, the costs would have been allowable. Non-cash contributions may include:
i. The purchase value of any donated material or building. A SSO shall determine the value of any donated material or building, or of any lease, using a method reasonably calculated to establish a fair market value.
ii. Match in the form of services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in a SSO’s organization. If a SSO does not have employees performing similar work the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
iii. Costs paid by program income may count toward meeting a SSO’s matching requirements, provided the costs are eligible ESG costs that supplement the ESG program.

Other Federal Statutes:
Other Federal Statutes include:
1. Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.),
2. Head Start Act (42 U.S.C. 9831 et seq.),
4. Section 330 of the Public Health Service Act (42 U.S.C. 254b),
6. Section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786), and
7. Subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431 et seq.)

Shelter:
“Emergency shelter,” means any facility whose purpose is to provide temporary shelter for the homeless including congregate shelters, hotels/motels paid for by charitable organizations, or federal, state and/or local government programs, which do not require occupants to sign leases or occupancy agreements. Shelters that receive funding under the Emergency Shelter activities shall comply with these policies and procedures and all ESG regulations as they may be amended.

Street Outreach:
“Street outreach” means activities designed to meet the immediate needs of unsheltered homeless by connecting them with emergency shelter, housing and/or health services through engagement, case management, transportation, emergency services and related services. Collier County shall in general rely upon approved community organizations and emergency shelters in the County where street outreach is appropriate and a part of the organization’s operations and purpose. Subrecipients must comply with these policies and procedures and all ESG regulations as they may be amended.
Subrecipient Shelter Organization (SSO):
Subrecipient Shelter Organizations are organizations that, by contract with the County, provide ESG direct client services and receive funding from the County for said services. Under its agreements with the County, SSOs will provide eligible street outreach, essential services and/or emergency shelter operations as the County may approve while complying with all requirements of the Emergency Solutions Grant. Salaries and other operation expenses are not subject to the ESG administration allowance. Street outreach and Emergency Shelter costs are capped at sixty percent of ESG cost or the total of Emergency Shelter funding approved by the County in 2010 prior to the amendment of the Emergency Shelter Program into the Emergency Solutions Grant. The Subrecipient agreement shall reference and enforce these policies and procedures and all federal requirements, as they may be amended.

Support Network:
Examples include family, friends and faith-based or other social networks, both private non-profit organizations such as SSOs and conventional organizations such as social services and emergency medical assistance.

Temporary Living:
Residing in a facility for fewer than ninety (90) days for short-term assistance and between ninety-one (91) days and twelve (12) months for medium-term assistance.

Unaccompanied Youth:
Unaccompanied Youth are less than twenty-five (25) years of age and homeless under other Federal statutes and:
1. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the sixty (60) days prior to the homeless assistance application; AND
2. Have experienced persistent instability as measured by two moves or more in the preceding sixty (60) days; AND
3. Can be expected to continue in such status for an extended period due to special needs or barriers.

4. Conflict of Interest
[24 CFR 576.404]
See Collier County Conflict of Interest Policy and Procedures

5. Eligible Activities
[24 CFR 576.100 – 576.109, as amended]
5.1 ESG General Principles

Eligible activities include short-term rental assistance, medium term rental assistance, rent arrears, emergency shelters, street outreach and housing relocation and stabilization services. Staff salaries related to carrying out eligible activities are also eligible and are not capped by the administrative allowance.

Short term rental assistance shall mean not more than three (3) months of assistance. Medium term rental assistance shall mean more than three (3) months and not more than twelve (12) months assistance. Housing relocation and stabilization shall mean financial assistance such as security and utility deposits, case management, legal services, credit repair, moving costs, and housing search assistance. The total period for which any program participant may receive rental assistance must not exceed twenty-four months including up to six (6) months of rent arrearage during any three (3) year period.

Emergency shelters shall be facilities and organizations that provide shelter services to the homeless or at risk for homelessness and function as Subrecipients under the County ESG program. Services provided by Subrecipient Shelter Organizations must at least be for the length of the term of the Subrecipient Agreement or the term funds are made available to the SSO, whichever is greater.

Confidentiality shall be a condition of all Subrecipient awards and a focus of CHS staff and agents in completing ESG services.

Coordination with the Continuum of Care and with members of the homeless or previously homeless community shall be a condition of all Subrecipient awards and a focus for CHS staff and agents.

Document control, reporting and records retention for five (5) years minimum shall be a condition of all Subrecipient agreements and a primary concern of all CHS staff. Accurate documentation of procurement, activity expenditures, eligibility, income, beneficiaries and successful completion of services are critical to HUD reporting and to HMIS. Documentation requirements may be modeled after the HOME program, except as provided for herein.

All Subrecipient agreements shall address matching requirements, eligible types of match, and documentation and tracking required to claim dollar-for-dollar match.

CHS staff shall take all Subrecipient and direct County costs into consideration when verifying the maximum funding for street outreach and shelters (including shelter renovations or repairs) combined does not exceed sixty (60) percent of all ESG funding, or the amount of Emergency Shelter Funding approved before the new rule took effect.

CHS staff shall take into consideration the administrative requirements of the ESG program in all Subrecipients and staff task allocation and implementation. All funds must be obligated (under contract, award) within one-hundred eighty (180) days from the start of the program year. Expenditures must be completed within twenty-four (24) months of the start of the
program year. All Subrecipients receiving ESG funds must be paid by the County within thirty (30) days of receipt of a complete request for payment from the Subrecipient. ESG funds must be drawn and expend funds from each year’s allocation not less than once each quarter, subject to any Federal limitations on funds drawn down any calendar quarter or year.

In the case of rental assistance, all participants in the program shall have a written lease for rental assistance and the landlord shall have a rental agreement with the Subrecipient or the County.

Rents shall not exceed HUD Fair Market Rents.

Program income, where generated with ESG funds, shall be used for matching requirements.

Services provided by ESG funds shall not be duplicated with services funded from any other source. CHS staff and all Subrecipients shall take all feasible measures to ensure and document non duplication of benefits provided by ESG funds.

The County and all Subrecipients shall utilize a centralized or coordinated system to assess eligibility and needs of each case developed by the Continuum of Care, where available.

To the maximum extent possible, the County and all Subrecipients shall coordinate ESG funded services with other essential service providers for the homeless or special needs populations served by ESG funded programs as well as with mainstream service providers such as health services, employment, education, youth programs and social services.

Where the need for termination of services arises due to noncompliance or ineligibility of a participant in the program, formal written procedures will be followed in compliance with the ESG program.

Minimum habitability standards shall be applied in considering any shelter space or housing where ESG assistance will be provided, including Lead Based Paint, Housing Quality Standards and State and Local Code requirements and to the maximum extent possible Green Improvements.

In the case of renovation or rehabilitation of shelter space, if the cost of the renovation or rehabilitation is more than seventy-five (75) percent of the value of the building before the work, the facility addressed shall be maintained as a shelter for the homeless a minimum of ten (10) years after completion of the work AND occupancy by the first homeless person or family after the work is completed. In all other cases, the term of operation as a shelter for the homeless shall be for a minimum of three (3) years after the work is complete AND the facility is occupied by the first homeless person or family after the work is completed.
To the maximum extent possible, the County and Subrecipients shall assist participants in the program to connect with and obtain other eligible services to assist the homeless and at risk.

To the maximum extent possible, the County and Subrecipients shall involve the homeless and at risk in the ESG programs construction and operation through employment or volunteer efforts.

The County or Subrecipient must conduct an initial evaluation of applicants for ESG services to determine eligibility and need and reevaluate each participant not less than every three (3) months for homeless prevention and not less than every year for rapid rehousing.

5.2 Homeless Prevention Services
Homeless Prevention Services are housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter. Homeless prevention must be provided in accordance with housing relocation/stabilization requirements, short- and/or medium-term rental assistance requirements, and written standards and procedures established under 24 CFR 576.400, as amended.

Individuals or families defined as At-Risk of Homelessness and Category 2, imminent risk of homeless, Category 3, homeless under other federal statutes, or Category 4, fleeing/attempting to flee DV (where the individual or family also meets the criteria for category 1) AND with an individual and family annual income, not exceeding thirty percent (30%) AMI are eligible for homeless prevention assistance.

5.3 Rapid Re-Housing Assistance
Rapid Re-Housing Assistance is housing relocation and stabilization services and short and/or medium-term rental assistance necessary to help an individual or family move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing must be provided in accordance with housing relocation/stabilization requirements, short- and/or medium-term rental assistance requirements, and written standards and procedures established under 24 CFR 576.400, as amended.

Individuals or families defined as Category 1, literally homeless, or Category 4, fleeing/attempting to flee DV (where the individual or family also meets the criteria for category 1) are eligible for assistance in rapid re-housing.

5.4 Housing Relocation and Stabilization Services
Rapid rehousing and homeless prevention services may include, at the County’s discretion, rent application fees, security and utility deposits, last month rent, utility payments, moving cost, housing search and placement, case management, mediation, legal services, credit repair, short-term or medium-term housing tenant based rental assistance, rent in arrears and/or costs associated with HMIS requirements.
CHS has set a maximum of up to three (3) months of short-term rental assistance and up to twelve (12) months of medium-term assistance plus up to six (6) months of rental arrearage during any three year (3) period of time for which a participant may receive these types of assistance. Fund limits for this section will apply to the total assistance an individual receives, either as an individual or as part of a family. Do not provide this assistance to a participant who is receiving the same type of assistance through other public sources or those receiving replacement-housing payments under the URA during the period covered by the URA payments.

**Use with other subsidies:**
Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

### 5.5 Rental Assistance Requirements and Restrictions

Provides program participants with up to three (3) months of short-term rental assistance or twelve (12) months medium-term rental assistance plus up to six (6) months of rental arrearage during any three year (3) period. Rental assistance must be tenant-based assistance.

1. **Tenant-based rental assistance.**
   A program participant who receives tenant-based rental assistance may select a housing unit in which to live and may move to another unit or building and continue to receive rental assistance, as long as the program participant continues to meet the program requirements.
   a. CHS requires that all program participants secure housing within Collier County for the period in which the rental assistance is provided.
   b. The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:
      i. The program participant moves out of the housing unit for which the program participant has a lease;
      ii. The lease terminates and is not renewed; or
      iii. The program participant becomes ineligible to receive ESG rental assistance.
   iv. Project-based rental assistance is received by the participant from other sources.

2. **Tenant-based Rental Assistance Requirements:**
   a. Must meet compliance with Habitability Standards
   b. Must meet compliance with Fair Market Rent (FMR)
      i. Assisted units must be at or below FMR, for area and unit size, for rent plus utilities.
      ii. See “Rent Reasonableness and Fair Market Rent” section in this manual.
3. Rental Assistance Agreement and Lease Standards:
   a. The rental assistance agreement must set forth the terms under which rental assistance will be provided. See “Lease Agreement” section in this manual.
   b. Each participant receiving rental assistance must have a legally binding, written lease, between the owner and participant, for the rental unit, unless, the assistance is solely for rental arrears. Rental-based rental assistance leases must have an initial term of one year.

4. Cannot use with other subsidies:
   a. No rental assistance can be provided to household receiving rental assistance from another public source for the same time period, except for six (6) months of arrears.
   b. Rental assistance may not be provided to participants who are currently receiving replacement housing payments under the URA (Example: Persons living in public housing units, using housing choice vouchers, or residing in project-based assisted units cannot receive monthly rental assistance under ESG).

5. Late Payments:
   a. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant’s lease.
   b. Collier County Community and Human Services must make timely payments to owners in accordance with the rental assistance agreement.
   c. Collier County Community and Human Services will make late payments from non-federal funds if Collier County is found to be in default of making timely payment. Collier County is not responsible for paying late payment penalties that the tenant incurs on their own behalf.

5.6 Emergency Shelter
Provides Subrecipients that operate an eligible emergency shelter funding for repairs and renovations of shelter facilities and/or operations and maintenance of shelter facilities to increase their quality and quantity available for the homeless.

   a. Shelter Operations
   To receive funding for operations a shelter must meet the definition herein, and comply with all appropriate ESG regulations for habitability, case eligibility, health and safety and shelter operations related to the ESG program. Activities related to Shelter Operation may include, at the County’s discretion, and subject to the Subrecipient award agreement, maintenance, fuel, security, rent, equipment, insurance, utilities and/or supplies needed for operation of the approved shelter. Essential services for general operations may include salaries and expenses for case management, child care, education, employment assistance, legal services, life skills training, mental health services, outpatient health services, substance abuse treatment, transportation, services for special populations and related ESG eligible operation expenses.
b. Shelter Renovation and Repairs
The County may at its discretion, make available funding for renovation of eligible shelter facilities. New construction is not eligible. Renovation and repair of shelter facilities may include labor, materials, tools and related construction costs for health and safety, code and housing quality standards. A scope of work must be included in any funding request, with a summary description and list of activities and cost estimate, from a qualified contractor or professional. Justification for each activity as it relates to health and safety, code, housing quality standards and the ESG shall be provided by the prospective applicant shelter operator/Subrecipient SSO.

5.7 Street Outreach
“Street Outreach” means essential services for meeting the immediate needs of unsheltered homeless and connecting them with emergency shelter service, housing and/or emergency health services. These may include engagement, transportation, case management and related services. In general, the County shall rely on community based organizations and subrecipients for street outreach, where funded by the County.

5.8 Ineligible Activities
These funds cannot be used to expand the number of beds in an existing shelter, to supplant existing mainstream resources or for mortgage payments. Payments can only be made to third parties, such as landlords; payments cannot be made to program participants. In addition, an assisted property may not be owned by the County or affiliated organization of the County.

1. ESG funds cannot be used for:
   a. Continuum of Care coordinating expenses;
   b. Pay for foreclosure prevention;
   c. Pay rental assistance for rent to own/lease to purchase;
   d. Provide prevention assistance to help those on Section 8;
   e. Provide assistance (pay security deposits and/or utility deposits etc.) to those living in subsidized housing;
   f. Assist a household with their rent if they have a project-based voucher;
   g. Assist individual(s)/households in transitional housing;
   h. Set aside money for individual(s) who may be at risk of losing their job;
   i. Assist the homeless or those at risk of becoming homeless to expunge and/or pardon their criminal records or for re-entry advocacy to help ex-offenders get jobs;
   j. Pay rent bills from a previous address;
   k. Pay utilities and/or rent for tenants renting a unit owned by a family member;
   l. Mortgage payments or mortgage refinancing costs to make housing affordable;
   m. Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state or local housing subsidy program;
   n. Motel/hotel Vouchers;
o. Furniture (Grantees are encouraged to use existing community sources);
p. Pet Care;
q. Credit card bills or other consumer debt;
r. Car repair for program participants;
s. Regular non-emergency medical or dental care;
t. Work or education materials;
u. Clothing and grooming;
v. Entertainment activities;
w. Cash assistance to program participants;
x. Development of discharge planning programs in mainstream institutions such as hospitals, nursing homes, jails, or prisons. However, persons who are being imminently discharged into homelessness from such public funded institutions are eligible to receive financial assistance through ESG;
y. Payment of licenses, certifications, and general classes (classes not specifically related to these funds);
z. Utility assistance for homeowners.

6. Citizenship Requirements and Verification
[Public Law 104-193 Title IV Sec. 400(7)]

Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA, also known as the Welfare Reform Act) prohibits the provision of non-exempted "federal public benefits" to a non-citizen, who is not a "Qualified Non-Citizen." Collier County chooses to follow the Federal classification in determining the eligibility of such non-citizens for public assistance. In doing so, Collier County is considered to have chosen the least restrictive means available for achieving the compelling governmental interest of assuring that non-citizens be self-reliant in accordance with national immigration policy. Note: The term “non-citizen” also refers to “alien.” For the purposes of ESG, the terms are interchangeable.

6.1 Use ESG funds to assist “Qualified Non-Citizens”
For purposes of ESG, the term “Qualified Non-Citizen” means a non-citizen who, at the time the non-citizen applies for, receives, or attempts to receive a Federal public benefit is:
1. Lawfully admitted for permanent residence under the Immigration and Nationality Act; OR
2. Granted asylum under section 208 of such Act; OR
3. Admitted to the United States as a refugee under section 207 of such Act; OR
4. Paroled into the United States under section 212(d)(5) of such Act for a period of at least one (1) year; OR
5. Withheld from deportation under section 243(h) of such Act; OR
6. Granted conditional entry pursuant to section 203(a)(7) of such Act as in effect prior to April 1, 1980.
6.2 Eligibility [24 CFR Part 5, as amended]

1. General
   a. All program participants must be assisted, as needed, in obtaining services and financial assistance through other homeless and public assistance programs;
   b. Program participants must lack financial resources and support networks needed to obtain immediate housing or remain in existing housing and have no appropriate subsequent housing options;
   c. Each program participant receiving homelessness prevention or rapid rehousing assistance may be required to meet regularly with a case manager (except where prohibited by Violence Against Women Act and the Family Violence Prevention and Services Act),
   d. The case manager must develop an individualized plan to help each program participant retain permanent housing after the ESG assistance ends.
   e. Subrecipients of the County receiving funding for shelter operations shall be responsible for all case management and qualification requirements and maintaining all required documentation as described herein.

6.3 Eligibility Re-certification

Re-certification (re-assessment) occurs every (3) three months for those receiving Homeless Prevention assistance or and annually for Rapid Re-Housing Assistance. Income must be at or below thirty percent (30%) AMI for Homeless Prevention. Income must be at or below thirty percent (30%) AMI for Rapid Re-Housing at the annual recertification. Subrecipients receiving assistance for Shelter operations shall complete re-certifications in compliance with these procedures and the ESG program.

7. Records

[24 CFR 576.500, as amended]

7.1 Retention

CHS staff is responsible for verifying and documenting eligibility of all ESG applicants prior to providing assistance. CHS staff is responsible for maintaining this documentation in the ESG participant case file. Retain all records pertaining to each fiscal year of ESG funds for the greater of five (5) years or the period specified below. Substitute copies made by microfilming, photocopying, or similar methods for the original records, if needed.

7.2 Confidentiality

Keep secure and confidential all records containing personally identifying information of any individual or family who applies for and/or received ESG assistance. Do not make public the address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG. Do not make public the address or location of any housing of a program participant, consistent with state and local laws regarding privacy and obligations of confidentiality.
7.3 Documentation Standards
In general, there is an order of preference for all documentation types and projects must document due diligence of efforts to obtain all documentation. Circumstances, as well as the type of services or housing received, will affect the ability of intake workers/case managers to obtain some forms of documentation. The order of priority among documentation is third-party documentation first, intake worker/case manager observation second, and certification by the individual or head of household seeking assistance third.

7.4 Third-party Documentation
Where it is available, third party documentation is the preferable form of documentation (financial, homelessness, disability, etc.). Recordkeeping requirements allow already available documentation, where it is available, as third-party documentation. Already available documentation includes certification or other appropriate service transactions recorded in a Homeless Management Information System (HMIS) or other database that meet certain standards. Information recorded in an HMIS must retain an auditable history of all entries, including the person who entered the data; the date of entry, and the change made, and must prevent overrides of the dates when changes are made. Already available documentation may also include discharge paperwork, to verify a stay in an institution, shelter, or other facility.

For emergency shelters that require clients to be present every night to gain access to a bed for just that night, CHS would expect to see certification by the individual or head of household as the primary method of establishing homeless eligibility. CHS would also consider a sign-in sheet, with a certification from the individual or head of household seeking assistance, as meeting this standard. However, for permanent housing and nonemergency services, such as employment assistance, CHS will expect to see third party documentation, such as pay stubs, copy of recent bank statements, or filed tax documents.

7.5 Example of Documentation
Documenting a disability would not include participant self-certification, as disabilities would have written documentation of some type. You could document a disability by:

1. Written verification of the disability from a licensed professional from the state to diagnose and treat the disability and his or her certification that the disability is expected to be long-continuing or of indefinite duration and substantially impedes the individual’s ability to live independently; OR
2. Written verification from the Social Security Administration; OR
3. The receipt of a disability check; OR

See “Appendices” section of this manual for the following information:

1. Homeless/At-Risk acceptable documentation requirements
2. Housing Options/Resources eligibility documentation requirements
3. Rapid Re-Housing Eligibility Documentation for Homeless Persons
4. Homelessness Prevention Eligibility documentation for Persons at-Risk of Homelessness
7.6 Intake/Case Manager Worker Observation
May include oral statements made by a social worker, case manager, or other appropriate official at an institution, shelter, or other facility and documented by the case manager. Where the intake worker/case manager is not able to obtain a written or oral statement from a social worker, case manager, or other appropriate official at an institution, shelter, or other facility, the intake worker/case manager may document his or her due diligence in attempting to obtain a statement from the appropriate official in the case file.

If an oral statement is used, CHS requires a written certification by the person making the oral statement. Use oral statements when third-party documentation is not available. The Case Manager’s written certification, may verify oral statements. Case Managers must still document his or her due diligence in attempting to obtain the original verification.

7.7 Participant Self-Certification
Requires a written and signed document by the individual or head of household seeking assistance attesting to the facts for which they are certifying.

7.8 Intake/Participant File
CHS will document all participant files using the forms provided by CHS as outlined on the Participant File Checklist. Complete the Intake Assessment and Housing Plan. Files must also contain case management notes.

1. Participant File
Collier County Community and Human Services is required to maintain all Financial Records of their ESG participants and retain the participant’s file information. Document all participant files using the forms as outlined on the Participant File Checklist. Complete the Intake, Assessment, and Housing Plan. Place a copy of these documents in the participant’s file. Files must also contain case management notes.

7.9 Client Eligibility Forms for Rental Assistance Program
1. Release of Information

Each HH member, age eighteen (18) or older, with a copy in file, must sign a release of Information form. Per HMIS procedure, general releases are not allowed.

2. Assessment

The CHS Case Managers shall conduct a complete, comprehensive housing assessment with the HH. The assessment will function as the basis for creating the “Housing Plan” which serves as the foundation for resource coordination and resolution of the housing crisis. Each HH should have a copy of the screening assessment in the client file. Housing
assessments may be completed through HMIS and a printed, hard-copy kept in the client file.

3. Verification of U.S. Citizenship or Lawful Resident

ESG assistance is available only to individuals who are US citizens, US nationals, or qualified non-citizens that have eligible immigration status. At least one family member must be a citizen, national, or non-citizen with eligible immigration status, in order for the family to qualify for assistance. A copy of documentation of citizenship must be in the client file.

4. Identification (required for all household members)

There must be documentation of identification for all HH members, in the client file, whether receiving case management and/or financial assistance. Documentation must be an original:
   a. Driver’s license
   b. Social Security card
   c. Medicaid Card (as a last resort for children only)
   d. Birth certificate
   e. Passport
   f. Naturalization papers
   g. Church-issued baptismal certificate
   h. U.S. military discharge papers (DD-214)
   i. Adoption papers
   j. Department of Human Serviced ID (for children only)
   k. Custody agreement
   l. Affidavit of parentage

The CHS Case Manager must complete the Homeless Certification or At-Risk of Homelessness Certification indicating current living situation and provide the appropriate documentation as indicated on the form. A copy of this certification must be in the client file. Valid proof of homelessness is needed from one of the following sources:
   a. Agency – this documentation should contain the letterhead of the assisting agency, and the dates of service. Documents such as court ordered eviction notice and utility shut-off notices are accepted as proof.

6. Disability Certification
   a. Disability certification can be used to prioritize those eligible for Rapid Re-Housing assistance.
7. Staff Affidavit of Eligibility/Conflict of Interest for ESG

The CHS Case Manager must sign the Staff Affidavit certifying that the HH meets all requirements to receive ESG assistance and that all of the information provided is true and complete to the best of their knowledge. It further certifies that the HH receiving assistance has not resulted, nor will result, in a personal or financial interest or benefit for the staff person or anyone with whom they have family or business ties (i.e., conflict of interest).

8. Verification Tracking of Income

Case Manager must record all attempts, such as phone logs, email correspondence, and copies of certified letters, etc., to obtain required verifications in the order specified. Staff must provide an explanation detailing outcomes, including obstacles, on the form, if utilizing verification out of the hierarchy sequence.

All sources of HH income, for all adult members, must be verified and documented at intake and every three (3) months for homeless prevention and annually for rapid re-housing, to determine program eligibility, with a copy kept in the client file. To be eligible for assistance, gross HH income must be at or below thirty percent (30%) AMI for the County. Some examples of common acceptable documentation:

   a. Earned Income – pay stubs, previously filed taxes, bank statements, etc.
   b. Unearned Income – statements from government official/agency, unemployment or disability pay stubs, most recent benefit or disability income notice from agency.

9. Request for Verification of Income

If HH income cannot be verified with third-party source documents, provided by the client, Case Manager will make attempt to acquire the income information from income source (i.e. employer, bank, etc.)

10. Calculation Worksheet

The Calculation Worksheet must be completed and a copy kept in the client file, at intake, every three (3) months for homeless prevention and annually for rapid re-housing assistance, to determine eligibility for ESG assistance. To be eligible, the gross annual HH income must be at or below thirty percent (30%) AMI. Income is annualized to project gross annual income; there are no allowances/deductions from the HH gross income.

7.10 Financial Assistance Eligibility Forms

   1. Housing Plan

A Housing Plan must be completed for all program participants that receive a housing assessment and are determined eligible for services. The Housing Plan is intended to be a guide for both the HH and the service agencies. Keep a copy of the Housing Plan in the client’s file.
2. Copy of signed Lease/Rental Agreement

A lease is required for HH receiving financial assistance. All HH members must be listed on the lease/rental agreement and a copy must be maintained in the client file. For HH moving into a new unit, the unit must meet habitability standards before the HH moves in. For HH already residing in a unit, the unit must meet habitability standards before financial assistance can be provided.

If rental and utility arrearages are paid, the participant must have had a valid lease in place covering the arrearage period. The rental arrearage amount paid each month cannot exceed the FMR. If the Landlord agrees to lower the rent to comply with the FMR, a new lease or lease addendum must be signed stating the new rental amount and a copy placed in the file. The rent amount charged after the household’s leasing assistance has ended is between the landlord and the tenant.

3. Utility Arrearages from a Previous Address for Re-housing Participants

Utility arrearages for a previous address may be made, regardless if it was not the household’s last address; however, the following guidelines must be followed:
   a. If the utility arrearage is over the $850 maximum, the case manager will work with the utility company to set-up a payment plan between the household and the utility company and/or ask the utility company to forgive the debt.
   b. Utility arrearage payments cannot exceed $850;
   c. Before making payment for utility arrearages, the case manager must document in the participant’s file, with written documentation from the utility company, that by paying a specified amount, again up to $850, the utilities will be turned on for the household by the utility company at the new address.

4. Housing Habitability Standards

All units must meet Habitability standards before financial assistance can be provided (e.g., rental arrearages, leasing assistance, security deposits). Landlords and tenants must be notified of the date and time of the inspection and the tenant, landlord or an adult representative must be present at the housing unit during the inspection. A completed copy of this form must be kept in the client’s file. If water/utilities are not on at the time of initial inspection, a follow-up inspection must be done within ten (10) days of the water/utilities being turned on. (See “Habitability Standards” section of this manual for more information)

5. Inspection Deficiencies Notice

If a unit fails to pass a Habitability inspection, the owner must be notified, in writing, of the specific deficiencies and the necessary corrective action must be completed within a specific timeframe. Landlords and tenants should be given a reasonable period of time
(e.g., twenty-four (24) hours for emergency conditions or thirty (30) days for less serious conditions) to correct the deficiencies.

6. Proof and Assessment of Lead Based Paint (LBP) - Pamphlet, *Protect Your Family from Lead in Your Home*

All HH must be provided a copy of the HUD pamphlet. The LBP pamphlet may be downloaded from HUD’s LBP website: [http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/healthyhomes/lead](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/healthyhomes/lead)

7. Owner Certification of Lead-Based Paint

LBP inspection is required for ESG assistance for properties built before 1978, and if a child age six (6) or younger or a pregnant woman will be residing in the unit. The inspection may be visual; however, if the child age 6 or younger has been identified with an Identified Environmental Intervention Blood Lead Level, the inspection must be done by a Certified LBP Risk Assessor. All HH must be provided with the HUD pamphlet, *Protect Your Family from Lead in Your Home*. A copy of this certification must remain in the client file.

8. Summary Notice of LBP Risk Assessment

If a LBP inspection is deemed required to be performed by a Certified LBP Risk Assessor, the Risk Assessor must complete this form summarizing his/her assessment of the LBP in/outside the home. A List of Certified LBP Risk Assessor can be found at your local County Health Department. A copy of this assessment must remain in the client file.

9. Disclosure of Information of LBP

Each HH must sign and date the top portion of this form to certify that they received the pamphlet and a copy of the certification kept in the client file. If a child age six (6) or younger or a pregnant woman will be residing in the unit, the second portion of the form must be completed and signed by the owner of the unit. A copy of this form must remain in the client file.

10. Mediation

Verification that Mediation assistance is necessary for client to obtain/keep housing is required. These can include, for example, eviction or late rent payment notices and letters or emails between the landlord and tenant in dispute requesting mediation.
8. Case Management
[24 CFR 576-401, as amended]

8.1 Strength-Based Case Management
The relationship between the case manager and the family is one of advocacy and collaboration. The individual family’s strengths and goals are identified. The case manager works with the family to achieve short- and long-term goals, helping them access the necessary services. Although housing is usually the primary goal, this cooperative relationship addresses counseling, education, employment, and life skills goals.

1. Description:
   a. Strengths-Based Practice assesses the inherent strengths of a person or family, and then builds on them.
   b. Strengths-Based practice uses peoples' personal strengths to aid in recovery and empowerment.
   c. Reframing personal perception to find good even in the worst situation.

2. Purpose:
   a. Empowering alternative to traditional therapies which typically describe family functioning in terms of psychiatric diagnoses or deficits.
   b. Avoids the use of stigmatizing language or terminology which families use on themselves and eventually identify with, accept, and feel helpless to change. It is at odds with the "victim identity" -- epitomized in popular culture by the appearance of individuals on television or talk radio sharing intimate details of their problems -- which is inherently self-defeating.
   c. Fosters hope by focusing on what is or has been historically successful for the person, thereby exposing precedent successes as the groundwork for realistic expectations.
   d. Inventories (often for the first time in the person's experience) the positive building blocks that already exist in his/her environment that can serve as the foundation for growth and change.
   e. Reduces the power and authority barrier between the person and therapist by promoting the person to the level of expert in regards to what has worked, what does not work, and what might work in their situation.
   f. Reduces the power and authority barrier between person and therapist by placing the therapist in the role of partner or guide.
   g. Families are more invested in any process where they feel they are an integral part.

8.2 Functions of Case Management
All rental assistance participants must be case managed as defined by the following services:
1. Using a centralized or coordinated assessment system; AND
2. Conducting initial evaluation, including verification and documentation of eligibility; AND
3. Counseling; AND
4. Developing, securing and coordinating services, and obtaining Federal, State, and local benefits; AND
5. Monitoring and evaluating participant’s progress in the program; AND
6. Developing an individualized housing and service plan; AND
7. Assuring the protection of program participants’ rights.

8.3 Intake
The initial point of contact includes prioritizing households based on the severity of their housing crisis and targets the most appropriate response. The intent is to discern primary need and the urgency of the need.

1. Those households applying will be screened either by phone or in person.
2. Households who are presented with immediate safety issues will be re-directed appropriately (e.g. Domestic Violence Support Services or 911.)
3. Intakes are required to determine primary issues.
4. If the intake concludes there is not an immediate housing need (but other needs are present), households will be referred to the appropriate resource to address the need (e.g. food assistance, mental health, etc.), and a housing plan is not necessary.
5. If the intake concludes there is an immediate housing need, households will proceed to a full housing assessment or be scheduled for a housing assessment within two business days, if possible.
6. Sharing of participant information within HMIS between agencies.

8.4 Housing Assessments
Depending on the urgency and priority identified in the intake, the ESG program will conduct a comprehensive assessment with the household. The assessment, at a minimum, will identify the housing needs of the household. The assessment will function as the basis for creating a housing plan, which serves as the foundation for resource coordination and resolution of the housing crisis. It will require staffing familiar with housing resources, with the local housing market, and with services.

1. Case Managers/Intake Workers may utilize the assessment tool, focusing on issues related to obtaining and maintaining housing.
2. Assessments will be conducted in person.
3. Case Managers/Intake Workers will identify the most appropriate resources for which the household may be eligible and provide this information to the household both verbally and in a written form as part of the Housing Plan.

8.5 Housing Plan
A Housing Plan must be completed for all individuals that receive a housing assessment and are determined eligible for services. If the household does not meet program eligibility, e.g. over income, a housing plan does not need to be done. Upon their development and implementation, ensure that housing assessments are consistent with written standards and the Collier County Continuum of Care coordinated system.
The Housing Plan is intended to be a guide for both the household and the service agencies. Housing Plans must be framed to include:
1. A focus on obtaining or maintaining housing;
2. Defined goals, outcomes and timelines, as well as documentation of frequency of meetings for follow-up;
3. An identification of needed community resources;
4. Referrals to mainstream services, as needed;
5. Budget education and tenant education;
6. An attached copy of the housing assessment

**Intake, Assessment, and Housing Plan** are accomplished with various standardized forms and a copy of these forms must be maintained in the participant file.

### 8.6 Occupancy Standards

Occupancy standards must comply with HQS requirements and outline how the number of bedrooms required by the household will be determined. The following basic standards can be modified to take into consideration specific household composition and circumstances (i.e., pending child custody cases, chronic illnesses, family member who is absent most of the time).

1. No more than two persons are required to occupy a bedroom;
2. Persons of different generations (i.e., grandparents, parents, children), persons of the opposite sex (other than spouses/couples) and unrelated adults are not required to share a bedroom;
3. Children of the same sex (regardless of age) and couples co-habiting (whether or not legally married) must share the same bedroom for purpose of assigning the number of bedrooms;
4. A live-in care attendant who is not a member of the family is not required to share a bedroom with another household member;
5. Individual medical problems (i.e., chronic illness) sometimes require either separate bedrooms for household members who would otherwise be required to share a bedroom or an extra bedroom to store medical equipment;
6. In most instances, a bedroom is not provided for a family member who will be absent most of the time, such as a member who is away in the military.
7. Occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible and thus, the amount of assistance to be provided. Fair housing rules permit a household to select smaller units that do not create seriously overcrowded conditions. A tenant may select a larger unit if it meets the FMR for the actual number of bedrooms for which they are eligible according to the eligibility guidelines. Tenants are not allowed to give the landlord additional funds for larger units.

a. **Undersized Units**: If a family elects to occupy a unit with fewer bedrooms than specified in the Occupancy Guidelines, the FMR is based on the actual number of bedrooms;
b. **Oversized Units:** If a family elects to occupy a unit with more bedrooms than specified in the Occupancy Guidelines, the FMR is based on the number of bedrooms specified in the Occupancy Guidelines.

c. If an additional bedroom is required for an individual who would normally be required to share a room, the reason must be documented in the file. For example: If an additional room is needed because of a medical condition, documentation may be a note from their doctor; otherwise, if the case manager determines an additional room is needed (medical condition, care-giver, medical equipment etc.) the case manager must document the reason in the case management notes.

d. In cases where college students and children staying only for weekends etc., the amount of time spent in the unit should be taken into consideration before assigning additional bedroom(s). ESG assistance is short-term and a smaller unit is acceptable if it does not create serious overcrowding; a living room can be counted as a sleeping room. If student/children will be in the unit the majority of the time and future rent will not be a burden, then an additional bedroom can be assigned.

e. A separate bedroom cannot be issued for an unborn child. Once the baby is born a second bedroom can be issued unless the baby has an older, same sex sibling who has already been issued a bedroom.

f. **Lease Agreements** [24 CFR 576.106, as amended] A lease must be in place and the program participant must be on the lease in order to use ESG funds for the rent or security deposit. Do not assist an individual renting from a friend or relative if a legal lease is not in place. In cases where an individual is renting a unit from a friend or relative and a legal lease is in place, programs providing assistance must ensure that the arrangement is not in violation of the conflict of interest provisions outlined in Collier County’s Conflict of Interest Policies and Procedures (e.g. the rent charged and the terms of the lease must be the same for the participant as they are for other tenants renting comparable units).

**8.7 Use with Other Subsidies**
Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, do not provide rental assistance to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Do not provide rental assistance to a program participant who receives replacement-housing payments under the URA during the time covered by the URA payments.

**9. Rent Reasonableness and Fair Market Rent**
[24 CFR 888 & 24 CFR 982.507, both as amended]
Providing rental assistance requires understanding and adherence to both Fair Market Rents (FMRs) and rent reasonableness standards, to determine whether to assist a client with short-or medium-term rental assistance. Provide short-and medium-term rental assistance only when the rent, including utilities, for the housing unit does not exceed FMR and complies with HUD’s standards for Rent Reasonableness.

“Gross Rent” is the sum of the rent paid to the owner and, if the tenant pays separately for utilities, the monthly allowance for utilities established by the public housing authority for the area in which the housing is located. For purposes of calculating the FMR, utilities include electricity, gas, water and sewer, and trash removal services but not telephone, cable or satellite television service, or internet service. If the owner pays for all utilities, then gross rent equals the rent paid to the owner.

“Rent Reasonableness” is a reasonable rent when compared to other units of similar location, type, size, and amenities within the community.
   1. Do not provide rental assistance if the rent exceeds the Fair Market Rent (FMR), or does not comply with HUD’s standard of rent reasonableness.
   2. Determine and document rent reasonableness for all units receiving ESG rental assistance (including arrears) and/or security deposit assistance.
   3. This requirement applies to both homelessness prevention and rapid re-housing assistance.

9.1 Determining if Rent is Acceptable for ESG Rental Assistance

Whether a household is seeking to maintain its current housing or relocate to another unit to avoid homelessness (Homelessness Prevention), or exiting homelessness into new housing (Rapid Re-Housing), the process for determining acceptable rent amounts is the same:
   1. First compare the gross rent for the current or new unit with current FMR limits, which are updated annually.
   2. If the units’ gross rent is at or below FMR, next use current data to determine rent reasonableness.

If the gross rent is at or below both the FMR and the rent reasonableness standard for a unit of comparable size, type, location, amenities, etc., provide ESG funds to pay the rent amount for the unit.

If the gross rent for the unit exceeds FMR or rent reasonableness standard do not use ESG funds for any portion of the rent, even if the household is willing and/or able to pay the difference. However, because the FMR and rent reasonableness requirements apply only to rental assistance, ESG funds may be used:
   1. to pay for financial assistance and services to help the eligible program participant stay in the unit, or
   2. to pay for financial assistance and services to locate and move to a different unit that meets the rent reasonableness standard and is at or below FMR and pay rental assistance in that unit.
Rent reasonableness and FMR requirements do not apply when a program participant receives only financial assistance or services under Housing Stabilization and Relocation Services. This includes rental application fees, security deposits, an initial payment of “last month’s rent,” utility payments/deposits, and/or moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, legal services, and credit repair. (Note: “Last month’s rent” may not exceed the rent charged for any other month; security deposits may not exceed two (2) months’ rent.)

9.2 Calculating the GROSS RENT AMOUNT
To calculate the gross rent of a unit tested by the FMR standard:

\[
\text{Total contract rent amount of the unit} + \text{Any fees required for occupancy under the lease (excluding late fees and pet fees)} + \text{Monthly utility allowance (excluding telephone) established by local PHA} = \text{Gross Rent Amount}
\]

9.3 What is the FMR Requirement?
HUD establishes FMRs to determine payment standards or rent ceilings for HUD funded programs that provide rental assistance, which it publishes annually for 530 metropolitan areas and 2,045 non-metropolitan county areas. Federal law requires that HUD publish final FMRs for use in any fiscal year on October 1—the first day of the fiscal year (FY). Find FMRs for each fiscal year at HUD’s website at: [www.huduser.org/portal/datasets/fmr.html](http://www.huduser.org/portal/datasets/fmr.html).

Click on the current “Individual Area Final FY20 FMR Documentation” link. This site allows CHS staff to search for FMRs by selecting their state and county from the provided list. The site also provides detailed information on HUD’s calculation for the FMR for each area.

When using ESG funds for rental assistance CHS staff must consult the most current FMR published for their geographic area and document FMR for all units.

To calculate the gross rent for purposes of determining whether it meets the FMR, consider the entire housing cost. This includes rent and the cost of utilities that must, according to the lease, be the responsibility of the tenant. Utility costs may include gas, electric, water, sewer, and trash. However, telephone, cable or satellite television service, and internet service are not included in FMRs, and are not allowable costs under ESG. The FMR also does not include pet fees or late fees that the program participant may accrue for failing to pay the rent by the due date established in the lease.

HUD sets FMRs to ensure that a reasonable supply of modest but adequate rental housing is available to HUD program participants. To accomplish this objective, FMRs must be both high...
enough to permit a selection of units and neighborhoods and low enough to serve as many low-income families as possible.

Note: Once a unit is determined to meet the FMR and rent reasonableness requirements, use ESG funds to pay for the actual utility costs. Use the utility allowance calculation only to determine whether the unit meets the FMR standard.

9.4 Outcome Performance Reports
The Project Outcome Performance Matrix Report is due semi-annually.

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<thead>
<tr>
<th>Reporting Period</th>
<th>Submission Deadline</th>
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<tbody>
<tr>
<td>October 1st – March 31st</td>
<td>April 30th</td>
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<tr>
<td>April 1st – September 30th</td>
<td>October 31st</td>
</tr>
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9.5 Quarterly Progress Reports
1. Progress Reports are submitted by the CHS and each subrecipient.
2. Data for participants served is entered into the HMIS system.
3. Domestic Violence grantees utilize the alternative system for reporting, such as ALICE.
4. Progress Reports are **submitted quarterly**, due by the end of the month following the end of the quarter (see schedule below).
5. The CHS report must be signed by the Division Director or Authorized Designee.
6. SSO reporting shall be governed by the subrecipient agreement. SSO reporting must be complete and timely so that CHS can complete these regular reports for HUD.

9.6 ESG Quarterly Progress Report Schedule

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Reporting Period</th>
<th>Submission Deadline</th>
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<tbody>
<tr>
<td>1st quarter</td>
<td>October 1st – December 31st</td>
<td>January 31st</td>
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<tr>
<td>2nd quarter</td>
<td>January 1st – March 31st</td>
<td>April 30th</td>
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<tr>
<td>3rd quarter</td>
<td>April 1st – June 30th</td>
<td>July 31st</td>
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<tr>
<td>4th quarter</td>
<td>July 1st – September 30th</td>
<td>October 31st</td>
</tr>
</tbody>
</table>

**CHS staff must submit a final Cumulative Report covering period October 1st – September 30th. This report is due by October 31st.**

9.7 Other Federal Requirements
CHS must comply with the following other federal requirements:
Fair Housing Act; Uniform Administrative Requirements; Nondiscrimination in Federally Assisted Programs; Age Discrimination Act; American’s with Disabilities Act; Equal Employment Opportunity Programs; Minority Business Enterprises; Women’s Business Enterprise; Drug Free Workplace; Debarred, Suspended, Ineligible Contractors; Affirmative
Outreach; Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

10. Termination

[24 CFR 576.402, as amended]

The policies and/or procedures should be readily available to program participants either in written information or by posting the policy in a public place. It is important to effectively communicate these policies and/or procedures to households and ensure that they are fully understood.

If a program participant violates program requirements, CHS may terminate the assistance in accordance with a formal process established by CHS that recognizes the right of individuals affected. Exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that you terminate a program participant’s assistance ONLY in the most severe cases.

To terminate ESG program services to a program participant, a formal process is required and must consist of:

1. Written notice to the program participant containing a clear statement of the reasons for termination;
2. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or subordinate of that person) who originally made or approved the termination decision; AND
3. Prompt written notice of the final decision to the program participant.

Termination does not bar CHS from providing further assistance, later, to the same family or individual.

11. Appeals and Hearings

[24 CFR 576.402(a), as amended]
See Collier County Appeal process Policy and Procedures

12. HMIS and Reporting Requirements

ESG requires participation in HMIS, or a comparable database, and must follow all state and federal laws governing HMIS, including:

1. Collecting informed written consent from program participants,
2. Not denying service based solely on program participant refusal to provide data to an HMIS,
3. Protecting program participant confidentiality,
4. Not collecting, in HMIS, personally identifying information from program participants that are victims of domestic violence; however, use of another comparable database is acceptable,
5. Using the HMIS as a tool to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
6. Conducting the initial evaluation through HMIS, including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
7. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
8. Monitoring and evaluating program participant progress;
9. Providing information and referrals to other providers within HMIS guidelines;
10. Developing an individualized housing and service plan, including planning a path to permanent housing stability;
11. Conducting re-evaluations required through HMIS, and
12. Other requirements defined in RCW 43.185C.030, 43.185C.180, and VAWA Reauthorization Section 605.

Please note that households should remain in the program(s) in HMIS, for which they were initially enrolled, (Homeless Prevention or Rapid Re-housing) throughout their term of service.

The HMIS standards require that CHS enter income sources and amounts and non-cash benefits received in the past thirty (30) days during three points in time:
1. at entry into program
2. at least once every three (3) months or annually, depending on the re-assessment period

Do not use this amount documented through this calculation to determine eligibility, but rather use it to show that the household does lack resources to maintain housing.

12.1 Reporting Requirements
CHS will compile data for ESG reporting using HMIS. Enter data at the time of service, data completeness and integrity is key element to successful use of HMIS. Programs should prioritize data quality and reporting.

12.2 Regular Reports
CHS and Subrecipients will submit program participant reports by the end of the month following each quarter end – October 15, December 15, March 15, and June 15.

12.3 Personal Identifying Data
Individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, could include:
1. A first and last name;
2. A home or other physical address;
3. Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
4. A social security number; and
5. Any other information, including date of birth, racial or ethnic background, or religious affiliation that, in combination with any other non-personally identifying information, would serve to identify any individual collecting "non-identified" client records.

### 12.4 Data Entry for “Non-Identified” Client Records

1. Leave the “Name” fields NULL (blank). Do not write in names such as “Anonymous” or “Refused” as that will compromise data quality at the state level.
2. If there are no personal identifiers for a client record, there needs to be an “Agency Unique ID” of some sort created and stored in the system that can be used by the agency to access the record later (and should not be an algorithm of elements that can lead to the client’s identification).
3. Enter an approximate year of birth – subtract or add one to three years to the actual year of birth.
4. Enter “Refused” for gender, race, and ethnicity when the real answers to those questions, in combination with other data, can potentially lead to identification of the client.
5. Enter any additional answer to the universal, program-specific and optional data elements (from the March 2010 HMIS Data Standards) only if the answers to those questions, in combination with other data, will not lead to the identification of the client.
6. Program Entry Date, Program Exit Date and Service Date are generally required unless you use those elements in combination with other elements to identify the client. If this is the case, please enter an approximate Program Entry Date, Program Exit Date and Service Date by adding one to three months to the actual dates and keeping the “Length of Stay” (the number of days between program entry and program exit) consistent with reality. Keep the approximate service date, if used, within the actual service date’s reporting period.

### 12.5 Electronic Confidentiality

Electronically collect client information for the limited purpose of administering ESG in accordance with the rules and regulation on HMIS. The following guidelines apply to the use of a computer for the purposes of confidentiality:
1. The computer terminal(s) used must be located in a secure location, limiting access to only those persons who have a legitimate interest in and are responsible for viewing client records.
2. The computer monitor must be cleared, or a screen saver activated, immediately after accessing a client record.
3. The computer terminal must be on a “locked” mode or turned off if the terminal is unattended.
4. Access to HMIS shall be given to authorized staff persons and only insofar as access is required for performing the work required, pursuant to ESG.
13. Emergency Shelter

Emergency shelter generally shall mean a Subrecipient Shelter Organization (SSO) whose purpose is to provide temporary shelter for the homeless paid for by charitable organizations, or federal, state and/or local government programs, which do not require leases or occupancy agreements.

Emergency Shelter funds may be used for renovation of emergency shelter facilities and the operation of those facilities, as well as services for the residents, including case management, child care, education, employment assistance and job training, legal services, mental health services, substance abuse treatment, transportation and services for special populations.

13.1 SSO Activities

1. Personnel costs for ESG eligible activities defined herein.
2. Utilities for an approved shelter facility.
   a. Electric, trash removal, and water and sewer costs to operate shelter facility.
3. Food preparation by the Shelter for participants.
4. Cost to maintain the Shelter physical facilities including minor repairs and servicing of appliances and equipment.
5. Insurance costs for the Shelter facilities.
6. HUD Environmental Review
   a. Required environmental review of project will be conducted before project can begin.
7. Maintain documentation on all households served in compliance with 24 CFR 576.500 and as described herein.
   a. Provide quarterly reports on meeting an ESG objective.
   b. Provide Environmental Review Assessment.
   c. Submit invoices to CHS for environmental, if applicable.
8. ESG Documentation Requirements for full compliance with these policies and procedures and the ESG program as described herein similar to those for homelessness prevention and rapid re-housing, including but not limited to evaluation and revaluation of cases, income qualification, documentation of eligible expenditures, termination documentation for any cases, documentation of coordination with other available services, evidence of confidentiality of case files, tracking and expenditure of program income, evidence of security lien on the facility requiring the ESG assisted facility to operate as a shelter for the homeless for a minimum of three (3) years, documenting minimum habitability standards and documentation of coordination with the Continuum of Care.

Activities carried out with ESG funds will contribute to a program designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as prevent homelessness, as defined in 24 CFR Part 576 (Subpart B Eligible Activities 576.21).
13.2 ESG Conditions

A SSO operator of an eligible emergency shelter is responsible for full compliance with these policies and procedures, the Subrecipient Agreement and all other regulatory requirements, as they may be amended from time to time. In summary;

1. A SSO must deliver to CHS for approval a detailed program schedule for the completion of key milestones for the program, including the environmental review.
2. A SSO must have the environmental requirement cleared by the CHS prior to the incurrence of costs on activities that would limit the choice of reasonable alternatives.
3. Payment for eligible shelter activities outlined in the agreement shall be by reimbursement and shall be based upon submittal of appropriate forms and documentation, as governed by the Subrecipient Agreement.
4. The following resolutions and policies must be adopted by a SSO’s governing body prior to the distribution of ESG funds.
   a. Affirmative Fair Housing Policy
   b. Affirmative Fair Housing Marketing Plan
   c. Procurement Policy, including Code of Conduct
   d. Affirmative Action Plan
   e. Conflict of Interest Policy
   f. Equal Opportunity Policy
   g. Residential Anti-displacement and Relocation Policy
   h. Sexual Harassment Policy
   i. Procedures for meeting the requirements set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 794 1 u)

13.3 Additional Conditions and Compensation

In the event of curtailment or non-production of ESG funds, the financial sources necessary to continue to pay the SSO all or any portions of the awarded funds will not be available.

13.4 General Conditions

General Compliance: a SSO shall comply with the requirements of Title 24 of the Code of Federal Regulations, Part 576, the U.S. Housing and Urban Development regulations concerning HEARTH Act. A SSO also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. These include, but are not limited to Section 3 requirements, HUD environmental requirements, minority and women hiring goals, Equal Employment Opportunity, Civil Rights, Fair Housing, Americans with Disabilities, Uniform Administrative and Financial requirements, Lead Based Paint Requirements, Historic Preservation, Drug Free Workplace, Audit requirements, Uniform Relocation Act. Records Retention, Public Records, Procurement requirements and Conflicts of Interests. A SSO also agrees to utilize ESG funds to supplement rather than supplant funds otherwise available.
13.5 Administrative Requirements

1. Examination of Records

SSOs shall maintain sufficient records in accordance with 24 CFR 576.500 to determine compliance with the requirements of the Subrecipient Agreement, the ESG Program and all other applicable laws and regulations. Upon completion of all work contemplated under the Subrecipient Agreement copies of all documents and records relating to this Agreement shall be surrendered to CHS, if requested. In any event, the SSO shall keep all documents and records in an orderly fashion, in a readily accessible, permanent and secured location for five (5) years. This documentation shall include, but not be limited to, the following documentation and recordkeeping:

a. A SSO shall maintain all records by the Federal regulation specified in 24 CFR 576.500
b. A SSO shall keep and maintain public records that ordinarily and necessarily would be required by the County
c. All reports, plans, surveys, information, documents, maps, books, records and other data procedures developed, prepared, assembled, or completed by a SSO for the purpose of the Subrecipient Agreement
d. Client data demonstrating client eligibility for services provided following confidentiality as required by 24 CFR 576.500(x)
e. Documentation showing that ESG grant funds were spent on allowable costs in accordance with the requirements for eligible activities under 24 CFR 576.101 through 576.109 and the cost principles in OMB Circulars A-87 (24 CFR Part 225) and A-122 (2 CFR Part 230).
f. Documentation supporting adherence to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred
g. A SSO must develop and implement written procedures for confidentiality to ensure:
   i. All records containing personally identifying information (as defined in HUD’s standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
   ii. The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
   iii. The address or location of any housing of a program participant will not be made public, except as provided under a pre-existing privacy policy of a SSO and consistent with state and local laws regarding privacy and obligations of confidentiality; and
   iv. The confidentiality procedures of the SSO must be in writing and must be maintained in accordance with 24 CFR 576.500(x).
v. Disclosure – SSOs should understand that client information collected under the
Subrecipient Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the County or SSO’s responsibilities with respect to services provided under this Agreement, is prohibited by applicable State or Federal law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian. The SSO’s written procedures shall ensure confidentiality of records pertaining to the provision of family violence prevention or treatment services with assistance as required by 24 CFR 576.500(x) as set forth in 42 U.S.C. 11375(c)(5).

13.6 Reports and Evaluation (Monitoring)

1. Shelter Subrecipient reimbursements shall be contingent on the timely receipt of complete and accurate reports required in the Subrecipient Agreement, and on the resolution of monitoring findings identified pursuant to the Agreement as deemed necessary by the County Manager or designee.

2. SSOs shall submit quarterly progress reports based on Universal Data Elements collected at the time of assessment. As a minimum:
   a. The County shall receive the reports electronically on the 15th day of April, July, October and January respectively for the prior quarter period end.
   b. As part of the report submitted in October of each year or the at the end of the subrecipient agreement, a SSO shall include, a comprehensive final report covering the agreed-upon Program objectives, activities and expenditures and including, but not limited to, performance data on client feedback with respect to the goals and objectives set forth in the Subrecipient Agreement on County approved forms provided to the SSO.
   c. Other reporting requirements may be required by the County Manager or their designee in the event of Program changes; the need for additional information or documentation arises; and/or legislative amendments are enacted.
   d. Reports and/or requested documentation not received by the due date shall be considered delinquent and may be cause for default and termination of Subrecipient Agreement.

3. SSOs must participate in a HMIS at least on a quarterly basis. If a SSO is a victim service provider, it may use a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data.
   a. A victim service provider means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs and other programs.

4. SSOs shall submit an annual audit monitoring report to the County no later than 180 days after the SSO’s fiscal year end.

5. The CHS will carry out no less than one (1) annual desk top or on-site monitoring visit and evaluation activities as determined necessary.
   a. At the County’s discretion, a desk top review of the activities may be conducted in lieu of an on-site visit.
b. The continuation of a Subrecipient Agreement is dependent upon satisfactory evaluations.

c. SSOs shall, upon the request of CHS, submit information and status reports required by CHS or HUD to enable CHS to evaluate said progress and to allow for completion of reports required.

d. SSOs shall allow CHS or HUD to monitor the SSO on site. Such site visits may be scheduled or unscheduled as determined by CHS or HUD.

13.7 Emergency Shelters

1. Any emergency shelter that receives assistance for shelter operations must also meet minimum safety, sanitation and privacy standards as required by 24 CFR 576.403(b). Any ESG funded shelter facilities shall be subject to annual inspection by the County for minimum habitability standards with seventy-two (72) hour notice by the County, in writing.

   a. Any building for which Emergency Solutions Grant (ESG) funds are used for conversion, major rehabilitation, or other renovations, must meet state or local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation and privacy standards. The County may also establish standards that exceed or add to these minimum standards:

      i. Structure and materials. The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances.

      ii. Access. The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8; the Fair Housing Act (42 U.S.C. 360, et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131, et. Seq.) and 28 CFR part 35; where applicable.

      iii. Space and security. Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.

      iv. Interior air quality. Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

      v. Water supply. The shelter’s water supply must be free of contamination.

      vi. Sanitary facilities. Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private and are adequate for personal cleanliness and the disposal of human waste.

      vii. Thermal environment. The shelter must have any necessary heating/cooling facilities in proper operating condition.
viii. **Illumination and electricity.** The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

ix. **Food preparation.** Food preparation areas, if any, must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.

x. **Sanitary conditions.** The shelter must be maintained in a sanitary condition.

xi. **Fire safety.** There must be at least one (1) working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

### 13.8 Permanent Housing

1. Assistance for program participants to remain or move into housing must meet the minimum habitability standards provided in 24 CFR 576.403(c) and all applicable state and local housing codes, licensing requirements and any other requirements in the jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing.

   a. ESG funds cannot be used to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in this paragraph. The County may also establish standards that exceed or add to these minimum standards:

   i. **Structure and materials.** The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances.

   ii. **Access.** The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8; the Fair Housing Act (42 U.S.C. 360, et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131, et. Seq.) and 28 CFR part 35; where applicable.

   iii. **Space and security.** Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.

   iv. **Interior air quality.** Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

   v. **Water supply.** The shelter’s water supply must be free of contamination.

   vi. **Sanitary facilities.** Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private and are
adequate for personal cleanliness and the disposal of human waste.

vii. *Thermal environment.* The shelter must have any necessary heating/cooling facilities in proper operating condition.

viii. *Illumination and electricity.* The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

ix. *Food preparation.* Food preparation areas, if any, must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.

x. *Sanitary conditions.* The shelter must be maintained in a sanitary condition.

xi. *Fire safety.* There must be at least one (1) working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

14. Coordination with Continuum of Care and Other Programs

1. CHS must document its compliance with the requirements of 24 CFR 576.400 for consulting with the Continuum of Care and coordinating and integrating ESG assistance with programs targeted toward homeless people and mainstream service and assistance programs.

   a. *Consultation with the Continuum of Care.* CHS must consult with the Continuum of Care to determine how to allocate ESG funds each program year; developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and developing funding, policies, and procedures for the administration and operation of the HMIS. 24 CFR 576.400(a)

   b. *Coordination with other targeted homeless services.* CHS and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area. These programs may coordinate with those programs that are offered in in Collier County:

      i. Shelter Plus Care Program (24 CFR part 582);

      ii. Supportive Housing Program (24 CFR part 583);

      iii. Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals (24 CFR part 882);


      v. Education for Homeless Children and Youth Grants for State and Local Activities (title VII–B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq. ));
vi. Grants for the Benefit of Homeless Individuals (section 506 of the Public Health Services Act (42 U.S.C. 290aa–5);

vii. Healthcare for the Homeless (42 CFR part 51c);

viii. Programs for Runaway and Homeless Youth (Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.));

ix. Projects for Assistance in Transition from Homelessness (part C of title V of the Public Health Service Act (42 U.S.C. 290cc–21 et seq.));

x. Services in Supportive Housing Grants (section 520A of the Public Health Service Act);

xi. Emergency Food and Shelter Program (title III of the McKinney–Vento Homeless Assistance Act (42 U.S.C. 11331 et seq.));

xii. Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (section 40299 of the Violent Crime Control and Law Enforcement Act (42 U.S.C. 13975));

xiii. Homeless Veterans Reintegration Program (section 5(a)(1)) of the Homeless Veterans Comprehensive Assistance Act (38 U.S.C. 2021);

xiv. Domiciliary Care for Homeless Veterans Program (38 U.S.C. 2043);

xv. VA Homeless Providers Grant and Per Diem Program (38 CFR part 61);

xvi. Health Care for Homeless Veterans Program (38 U.S.C. 2031);

xvii. Homeless Veterans Dental Program (38 U.S.C. 2062);

xviii. Supportive Services for Veteran Families Program (38 CFR part 62); and


c. **System and program coordination with mainstream resources.** CHS and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. Examples of these programs include:

   i. Public housing programs assisted under section 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437g) (24 CFR parts 905, 968, and 990);

   ii. Housing programs receiving tenant-based or project-based assistance under section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f) (respectively 24 CFR parts 982 and 983);

   iii. Supportive Housing for Persons with Disabilities (Section 811) (24 CFR part 891);

   iv. HOME Investment Partnerships Program (24 CFR part 92);

   v. Temporary Assistance for Needy Families (TANF) (45 CFR parts 260–265);

   vi. Health Center Program (42 CFR part 51c);

   vii. State Children's Health Insurance Program (42 CFR part 457);

   viii. Head Start (45 CFR chapter XIII, subchapter B);

   ix. Mental Health and Substance Abuse Block Grants (45 CFR part 96); and

   x. Services funded under the Workforce Investment Act (29 U.S.C. 2801 et seq.).

d. **Centralized or coordinated assessment.** Once the Continuum of Care has developed a centralized assessment system or a coordinated assessment system in
accordance with requirements to be established by HUD, each ESG-funded program or project within the Continuum of Care’s area must use that assessment system. CHS and its subrecipients must work with the Continuum of Care to ensure the screening, assessment and referral of program participants are consistent with the written standards required by paragraph (e) of this section. A victim service provider may choose not to use the Continuum of Care’s centralized or coordinated assessment system.

f. Participation in HMIS. CHS must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS or a comparable database, in accordance with HUD’s standards on participation, data collection, and reporting under a local HMIS. If a subrecipient SSO is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

3. Homeless Participation
CHS must document its compliance with the homeless participation requirements under 24 CFR 576.405(c).

4. Centralized or Coordinated Assessment Systems and Procedures
CHS and its subrecipients must keep documentation evidencing the use of and written intake procedures for the centralized or coordinated assessment system(s) developed by the Continuum of Care in accordance with the requirements established by HUD and identified in 24 CFR 576.500(g).

5. Conditions for Religious Organizations
Subrecipients must document their compliance with the faith-based activities requirements under 24 CFR 576.406 and will not utilize ESG funds for inherently religious activities prohibited in the federal statute, such as worship, religious instruction or proselytization.

15. Written Standards.

e. The County and ESG subrecipients must have written standards for providing ESG assistance and must consistently apply those standards for all program participants. The County shall describe these standards in its consolidated plan and in the ESG policies and procedures. ESG Subrecipients policies and procedures must mirror or exceed County requirements. At a minimum these written standards must include:
   i. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG;
   ii. Standards for targeting and providing essential services related to street outreach;
   iii. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence,
sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;

iv. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;

v. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see §576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);

vi. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;

vii. Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;

viii. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and

ix. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.
CHS INTERNAL REVIEW PROCESS
Internal Flowchart of Rental Reimbursement Request Process

1. **Case Manager: Intake**

2. **Case Manager: Review file for accuracy & completeness**

3. **Prepare Pay Request and ensure that all necessary documents are included**

4. **Case Manager Supervisor: Review entire file for accuracy & completeness, including Pay Request. (within 2 days)**

5. **Grant Accountant and Coordinator to review Pay Request for completeness and accuracy, including income certification. (within 2 days)**

6. **Forward on to Clerk's Office for payment upon complete pay request package.**
Internal Review Process: Pay Request

Case Managers will designate specific days and times for Emergency Solutions Grant intake and processing. This will require that the Case Managers meet with potential participants to review program requirements and assist in completion of the required documentation for the program. The Case Manager will be provided with a checklist to assist in ensuring files are complete.

Upon satisfaction of assembling all the required documentation and a determination that the participant is eligible for the program, the Case Manager shall set-up the landlord as a vendor. This will be completed by utilizing a W-9 form and will require the utilization of the System Award Management in order to scan any person(s) or third-party entity that shall receive payment through the ESG program.

The file will then be forwarded to the Case Manager Supervisor for a secondary review to ensure eligibility compliance and for accuracy, including Income Certification and Client Eligibility forms are in the Participants file and are properly completed. The Case Manager Supervisor must approve or reject this review with two (2) days of receipt of the participant file. If rejected, the Case Manager Supervisor must provide an explanation detailing the reasons for rejection and return the file back to the Case Manager to address any issues. A routing coversheet will be attached to each file in order to track any issues and timeframe of file progress.

Upon approval of the Case Manager Supervisor, the Pay Request Packet will be assembled by Case Manager Supervisor and will include the follow items:

Payment Checklist ESG

Housing Rental Assistance
1. Copy of the lease
2. Income Qualification
3. Proof that participant is at risk for homelessness
4. Letter from landlord showing participant is delinquent
   a. Letter showing that they are at risk of eviction
5. Habitability Standards Inspection
   a. Inspection Report pass/fail
6. Additional Household Payments
   a. Evidence of non-supplanting grant rental assistance
   b. Burden of proof is the same as the Housing Rental Assistance
7. Landlord Agreement (see attachments)
8. Utility Payments
   a. Proof that participant is at risk for homelessness
   b. Shutoff notice
The Pay Request packet will then be forwarded to the Grant Account and Grant Coordinator. The Grant Accountant and Grant Coordinator must approve or reject the Pay Request Packet within
two (2) business days of receipt of the packet. If rejected, the Grant Accountant or Grant Coordinator must provide an explanation detailing the reasons for rejection and return the file back to the Case Manager to address any issues. A routing coversheet will be attached to each file in order to track any issues and timeframe of file progress.

Upon receipt of the corrected file to the rejecting party, the Grant Accountant or Coordinator will have two (2) business days to review the Pay Request Packet for completeness and accuracy.

The Pay Request Packet will include the following items:
1. Assessment Form
2. Income Certification Form
3. Landlord Form
4. Copy of: Eviction notice (3-day notice), foreclosure notice for the building in which the applicant is renting or eviction letter when sharing housing. When homeless, copy of the homeless certification form
5. Copy of the full lease
6. Copy of shut-off notice (when providing utility assistance)
7. Copy of the Habitability Inspection Report

Total amount of financial assistance granted: $___________________

Upon approval of the Pay Request Packet, Grant Accountant or Grant Coordinator will authorize the Pay Request Packet to be scanned and sent to Collier County Clerk’s Office for review and processing. If rejected by the Clerk’s Office, the Pay Request Packet will be returned back to the Grant Coordinator, who will work with the Case Manager Supervisor to resolve any identified issues.
Application for Federal Assistance SF-424

1. Type of Submission:
   - Preapplication
   - Application
   - Changed/Corrected Application

2. Type of Application:
   - New
   - Continuation
   - Revision

3. Date Received:

4. Applicant Identifier:
   B-17-UC-120016

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: Collier County Board of County Commissioners

b. Employer/Taxpayer Identification Number (EIN/TIN):
   596000558

c. Organizational DUNS:
   0769977900000

d. Address:
   Street1: 3339 Tamiami Trail East
   Street2: Suite 211
   City: Naples
   County/Parish: Collier County
   State: FL: Florida
   Province:
   Country: USA: UNITED STATES
   Zip / Postal Code: 34112-4901

e. Organizational Unit:
   Department Name: Public Services
   Division Name: Community and Human Services

f. Name and contact information of person to be contacted on matters involving this application:
   Prefix:
   * First Name: Kimberley
   Middle Name:
   * Last Name: Grant
   Suffix:
   Title: Director
   Organizational Affiliation:

   * Telephone Number: 239-252-6287
   Fax Number:
   * Email: kimberleygrant@colliergov.net
**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**
- [ ] County Government

**10. Name of Federal Agency:**
U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**
14.218

<table>
<thead>
<tr>
<th>CFDA Title</th>
</tr>
</thead>
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<tr>
<td>Community Development Block Grant</td>
</tr>
</tbody>
</table>

**12. Funding Opportunity Number:**
FY 2017-2019 Entitlement Funding CDBG

**13. Competition Identification Number:**

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**15. Descriptive Title of Applicant's Project:**
CDBG eligible activities including Public Services, Public Infrastructure, Public Facilities, Affordable Housing, and Program Administration.

Attach supporting documents as specified in agency instructions.
Application for Federal Assistance SF-424

16. Congressional Districts Of:
   * a. Applicant: 14
   * b. Program/Project: 14

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:
   * a. Start Date: 10/01/2017
   * b. End Date: 09/30/2018

18. Estimated Funding ($):
   * a. Federal: 2,192,287.00
   * b. Applicant:
   * c. State:
   * d. Local:
   * e. Other: 106,016.44
   * f. Program Income: 13,000.00
   * g. TOTAL: 2,311,303.44

19. Is Application Subject to Review By State Under Executive Order 12372 Process?
   □ a. This application was made available to the State under the Executive Order 12372 Process for review on _____________.
   ✗ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
   □ c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
   □ Yes    ✗ No

If "Yes", provide explanation and attach

21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

    ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: 
* First Name: Penny

Middle Name: 

* Last Name: Taylor

Suffix: 

* Title: Chair, Board of County Commissioners

* Telephone Number: 239-252-8604

Fax Number: 

* Email: PennyTaylor@colliergov.net

* Signature of Authorized Representative: 

* Date Signed: 

Application for Federal Assistance SF-424

* 1. Type of Submission:
   - [ ] Preapplicaton
   - [X] Application
   - [ ] Changed/Corrected Application

* 2. Type of Application: [X] New
   - [ ] Continuation
   - [ ] Revision

* 3. Date Received: ____________________________

4. Applicant Identifier: ____________________________

5a. Federal Entity Identifier: ____________________________

5b. Federal Award Identifier: ____________________________

State Use Only:

6. Date Received by State: ____________________________

7. State Application Identifier: ____________________________

8. APPLICANT INFORMATION:

   * a Legal Name: Collier County Board of County Commissioners

   * b Employer/Taxpayer Identification Number (EIN/TIN): 596000558

   * c Organizational DUNS: 0769977900000

   d. Address:

      * Street1: 3339 Tamiami Trail East
      * City: Naples
      * State: Collier County
      * Province: FL: Florida
      * Country: USA: UNITED STATES
      * Zip / Postal Code: 34112-4901

   e. Organizational Unit:

      Department Name: Public Services
      Division Name: Community and Human Services

f. Name and contact information of person to be contacted on matters involving this application:

   Prefix: ____________________________
   * First Name: Kimberley
   Middle Name: ____________________________
   * Last Name: Grant
   Suffix: ____________________________
   Title: Director
   Organizational Affiliation: ____________________________

   * Telephone Number: 239-252-6287
   Fax Number: ____________________________

   * Email: kimberleygrant@colliergov.net
Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:
   - County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:
   - U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:
   - 14.239

CFDA Title:
   - HOME Investment Partnerships Program

* 12. Funding Opportunity Number:
   - FY 2017-2018 Entitlement Funding HOME

* Title:
   - Application for HOME FY 2017-2018 Entitlement Funding for Collier County, FL

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant’s Project:
   - HOME eligible activities including Tenant-Based Rental Assistance, Affordable Housing for Homeownership and rental, and Program Administration

Attach supporting documents as specified in agency instructions.
Application for Federal Assistance SF-424

16. Congressional Districts Of:
   * a. Applicant: 14
   * b. Program/Project: 14

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment  Delete Attachment  View Attachment

17. Proposed Project:
   * a. Start Date: 10/01/2017
   * b. End Date: 09/30/2018

18. Estimated Funding ($):
   * a. Federal: 479,663.00
   * b. Applicant
   * c. State
   * d. Local
   * e. Other: 556,694.19
   * f. Program Income: 83,414.29
   * g. TOTAL: 1,119,771.48

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   □ a. This application was made available to the State under the Executive Order 12372 Process for review on ______.
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   □ c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
   □ Yes  ☒ No
   If "Yes", provide explanation and attach

Add Attachment  Delete Attachment  View Attachment

21. "By signing this application, I certify (1) to the statements contained in the list of certifications"** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:       * First Name: Penny
Middle Name: 
* Last Name: Taylor
Suffix:       

* Title: Chair, Board of County Commissioners

* Telephone Number: 239-252-8604  Fax Number: 

* Email: PennyTaylor@colliergov.net

* Signature of Authorized Representative:  * Date Signed: 

Add Attachment  Delete Attachment  View Attachment
Application for Federal Assistance SF-424

* 1. Type of Submission:
   - [ ] Preapplication
   - [ ] Application
   - [ ] Changed/Corrected Application

* 2. Type of Application:
   - [ ] New
   - [ ] Continuation
   - [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

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Suite 211

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e. Organizational Unit:

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Division Name: Community and Human Services

f. Name and contact information of person to be contacted on matters involving this application:

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* First Name: Kimberley

Middle Name:

* Last Name: Grant

Suffix:

Title: Director

Organizational Affiliation:

* Telephone Number: 239-252-6287

Fax Number:

* Email: kimberleygrant@colliergov.net
Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:
   B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

10. Name of Federal Agency:
    U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:
    14.231
    CFDA Title:
    Emergency Solutions Grant

12. Funding Opportunity Number:
    FY 2017-2018 Entitlement Funding ESG
    * Title:
    Application for ESG FY 2017-2018 Entitlement Funding for Collier County, FL

13. Competition Identification Number:
    Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

15. Descriptive Title of Applicant’s Project:
    ESG eligible activities including Emergency Shelter, Rapid Re-Housing and Homeless Prevention,
    HMIS Support, and Program Administration

Attach supporting documents as specified in agency instructions.

[Buttons for Add Attachments, Delete Attachments, View Attachments]
16. Congressional Districts Of:

<p>| | |</p>
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<tr>
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<tbody>
<tr>
<td>* a. Applicant</td>
<td>14</td>
</tr>
<tr>
<td>* b. Program/Project</td>
<td>14</td>
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</tbody>
</table>

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>* a. Start Date</td>
<td>10/01/2017</td>
</tr>
<tr>
<td>* b. End Date</td>
<td>09/30/2018</td>
</tr>
</tbody>
</table>

18. Estimated Funding ($):

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<th></th>
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<tr>
<td>* a. Federal</td>
<td>184,402.00</td>
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<tr>
<td>* b. Applicant</td>
<td></td>
</tr>
<tr>
<td>* c. State</td>
<td></td>
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<tr>
<td>* d. Local</td>
<td></td>
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<tr>
<td>* e. Other</td>
<td></td>
</tr>
<tr>
<td>* f. Program Income</td>
<td></td>
</tr>
<tr>
<td>* g. TOTAL</td>
<td>184,402.00</td>
</tr>
</tbody>
</table>

19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- [ ] a. This application was made available to the State under the Executive Order 12372 Process for review on
- [ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- [x] c. Program is not covered by E.O. 12372.

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

- [ ] Yes
- [x] No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

<p>| | |</p>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Prefix</td>
<td></td>
</tr>
<tr>
<td>* First Name</td>
<td>Penny</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>* Last Name</td>
<td>Taylor</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>* Title</td>
<td>Chair, Board of County Commissioners</td>
</tr>
<tr>
<td>* Telephone Number</td>
<td>239-252-8604</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>* Email</td>
<td><a href="mailto:PennyTaylor@colliergov.net">PennyTaylor@colliergov.net</a></td>
</tr>
</tbody>
</table>

* Signature of Authorized Representative:   * Date Signed:   
CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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;

2. 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, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

---

Signature/Authorized Official  Date
Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) ______, ______(a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its
jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

__________________________    ____________________
Signature/Authorized Official    Date

_____________________
Title
Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

N/A
Signature/Authorized Official  Date

Title
Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

_________________________  ____________________
Signature/Authorized Official  Date

_________________________
Title
The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from
publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Signature/Authorized Official

Date

Title
HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,

2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

N/A  

Signature/Authorized Official  

Date  

Title
APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.