UNIVERSAL
REQUEST FOR PROPOSALS PROCESS
FOR
CDBG, HOME & ESG
Fiscal Year 2020/2021 BROWARD COUNTY
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
ENVIRONMENTAL PROTECTION AND GROWTH MANAGEMENT DEPARTMENT

Available: December 2, 2019
Deadline: February 3, 2020
12:00 PM

TABLE OF CONTENTS

	Page Number
Agency Cover Sheet	1
Funding Sources and Type of Applications Available	2
Application Process Timeline	3
Application Checklist	4
Attachments and Documents	5
Fatal Flaw Checklist	7
CDBG Application Instructions	10
CDBG Application	11
Unincorporated Area Civic Associations CDBG Application Instructions	20
Unincorporated Area Civic Associations CDBG Application	22
HOME Application Instructions	33
HOME Application	50
HOME CHDO Certification Requirements Attachment 2	70
ESG Application Instructions	71
ESG Application	86
EVALUATION TOOL ATTACHMENTS:	94
CDBG Evaluation Tool	95
HOME Evaluation Tool	99
ESG Evaluation Tool	103
POLICY ATTACHMENTS:	107

A. Financial Statement
B. Certificate of Corporation
C. IRS Form 501 (c)(3)
D. Public Entities Crime Affidavit
E. Drug Free Workplace Certification
F. Client Non-Discrimination Policy
G. Community-Disadvantaged Business Enterprise Policy
H. Americans With Disabilities Policy
I. Equal Employment Opportunity Policy
J. General Contractor's License
K. Occupational License
L. CHDO Certification
M. Current Consolidated Plan Priorities
N. NEPA Environmental Assessment Checklist

Housing Finance and Community Redevelopment Division
FY 2020/2021 RFP Process
Part I. AGENCY COVER SHEET

Section A. Funding Request Summary

1. Project Name:	2. Project Type (Housing, Capital Improvement, Public Service, Economic Development):	3. Funding Source Requested (New FY 2020/2021 CDBG, HOME, or ESG **(Complete only one application per funding source)**: * and per project	4. $ Amount Requested:
		5. Total Amount Requested	

Section B. Applicant Agency Information

6. Applicant Agency Legal Name:	
7. Main Administrative Address:	
8. City & State:	9. Zip Code:
10. Telephone Number:	11. Fax Number:
12. E-mail Address:	13. Web Site:
14. CEO/Executive Officer:	15. Office Phone Number:
16. Chief Financial Officer:	17. Office Phone Number:
18. Contact Person's Name: E-mail address:	19. Phone Number including area code:
20. Mailing Address, City, State, Zip Code	
21. Type of Entity (check all that apply): _____Private-For-Profit Corporation or Limited Partnership _____CHDO _____Private Not-for-Profit _____Unit of Government _____Federal _____State _____County _____City _____Other Attach certificate of incorporation or of limited partnership from the Secretary of State (of Florida), or a printout from Corporations Online, www.sunbiz.org, Public Inquiry dated within twelve months of due date of this Application, stating that Applicant Agency is active as Exhibit "C". Omission of this document will result in a Fatal Flaw and automatically remove the proposal from further review. (N/A for units of government.)	
22. (State) licensed to do business in Florida (Only units of government can check N/A) _____Yes _____No _____N/A.	
23. Federal Identification Number:	
24. **DUNS Number** (As required by the Federal Funding and Transparency Act (FFATA)):	

Section C. Certification of Accuracy and Compliance

I do hereby certify that all facts, figures, and representations made in the application(s) are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations and procedures for program compliance and fiscal control, including but not limited to, those contained in the Bid Solicitation and Core Contract will be implemented to ensure proper accountability of contracts. I certify that the funds requested in this application(s) will not supplant funds that would otherwise be used for the purposes set forth in this project(s) and are a true estimate of the amount needed to operate the proposed project(s). The filing of this application(s) has been authorized by the contracting entity and I have been duly authorized to act as the representative of the agency in connection with this application(s). I also agree to follow all Terms, Conditions, and applicable federal and state statutes.

_____ _____
Print Authorized Official's Name Authorized Official's Title

_____ _____
Authorized Official's Signature Date

FY 2020/2021 Funding Sources Available and Type of Application by Funding Sources

Funding Source	Type of Agency	Type of Service	Application Type	Estimated Funds Available**
Please note that all funding sources and amounts are subject to change.				
Community Development Block Grant (CDBG)	Private Non-Profit Service Agency	Housing, Economic Development and Capital Improvement *Non-profit Agencies will not be eligible for Public/Social Services Funding.	Non-Profit CDBG Application	$50,000
Community Development Block Grant (CDBG)	Unincorporated Area Civic Associations	Housing, Economic Development, Capital Improvement *Non-profit Agencies will not be eligible for Public/Social Services Funding.	Unincorporated Area Civic Associations CDBG Application	$30,000
Emergency Solutions Grant (ESG)	Private Non-Profit Service Agency, Governmental Agency	Rapid-Re-housing	ESG Application	$69,465
Emergency Solutions Grant (ESG)	Private Non-Profit Service Agency, Governmental Agency	Street Outreach & Emergency Shelter	ESG Application	$138,930
HOME (CHDO) Community Housing Development Organization 15% Set-Aside	CHDO's	New Single Family Housing Construction, New Multi- Family Housing Construction, Acquisition/ Rehabilitation. ***CHDO must be lead Agency.**	HOME (CHDO) Application	$520,051

* Non-profit agency CDBG requests funds for capital projects must have construction plans in advance and must provide proof of leveraging. Projects must be reasonable and they must be the type that can feasibly be implemented. Agencies can request funds for engineering costs. If project does not go forward, funds must be repaid.

** Disclaimer: Estimated Funding amount is subject to change. The amount is based on FY 2019-2020 allocation.

APPLICATION PROCESS TIMELINE

PHASE ONE – Window of Opportunity for Assistance

a. Public Hearing Workshop -10:00 am	January 6, 2020
b. Technical Assistance Timeframe	December 2, 2019 to February 3, 2020
c. Submission of all certification requirements	February 3, 2020
d. Deadline for Submission of Applications (1 original and 6 copies)	February 3, 2020 by 12:00 P.M.

PHASE TWO – Review and Evaluation Process of Applications

a. Staff Review & Analysis of Applications	February 3, 2020, to March 2, 2020
b. Evaluation of Proposals & Team Review Process	March 2, 2020 to April 3, 2020
c. Board of County Commissioners Public Hearing	Either May 26th, June 2nd or June 9th, 2020
d. Preparation and Submission of the CDBG/ESG/HOME Annual Action Plan to the U.S. Dept. of Housing and Urban Development	August 10, 2020

PHASE THREE – Agreement Contracting Process
June 2020 thru September 30, 2021

PHASE FOUR – Consolidated CDBG/ESG/HOME Program Implementation
October 1, 2020 thru September 30, 2021

*** Please note that all dates listed above are tentative and subject to change.**

APPLICATION CHECKLIST

1. Application Submission Deadline:

   Date – **February 3, 2020**

   Time **- 12:00 P.M.**, **EST**

   Location **– Broward County Housing Finance & Community Redevelopment Division**
   110 NE 3rd Street, 3rd Floor
   Fort Lauderdale, Florida 33301
   Attn: Yvette Lopez, Housing Finance and Community Redevelopment Manager

ALL APPLICATIONS RECEIVED AFTER 12:00 PM WILL BE DISQUALIFIED

2. **Cone of Silence** is in effect from **12:00 noon on February 3, 2020 through August 12, 2020** (or until the Broward County Board of County Commissioners Meeting). Applicants cannot ask questions during this period of time.

3. Submit one (1) original and five (5) copies in the format prepared by the Housing & Community Development Division. **Attachments specified on page 7 should only be submitted with original proposal application.**

4. Number all pages, including attachments.

5. Application forms/formats from prior application funding cycles are prohibited.

6. Original Application – Use standard size paper, do not use staples, (use binders, perforated or bound).

7. Application copies - staple, clip, or use rubber bands.

8. Answer each section in order provided. **Application is voided without DUNS #.**

9. **Each Entity must submit a separate application for each proposed activity.**

10. All acquisition projects must provide a current appraisal dated no earlier than July 15, 2019 or thereafter and evidence of site control. Appraisals must be updated prior to contract execution.

11. All applicants must provide **DUNS Number**, certifications, corporate documents and project financial commitment letters to support budget summaries. Current project commitment letters must not expire prior to award of funds.

12. Eligibility files will be maintained on current and prospective applicants for funds. The file will contain pertinent information which verifies that the body is legally constituted under the laws of the State of Florida; where applicable, substantiate

legal and representative make-up of officials or governing bodies; document actions and efforts to effect Citizen Participation (CP) among persons to be affected by projects, and verification that business is conducted in an open manner accessible to affected citizens.

13. No Applications requesting financing of prior debt will be considered.

Part II. ATTACHMENTS and DOCUMENTS

Section A. Organizational Attachments

Submit the following attachments as an appendix to the back of the original Proposal Application and the complete copy of the Proposal Application. Include all attachments in the Proposal pagination. **Failure to include Attachments "A" through "C" which are in "BOLD" shall be a fatal flaw** and the Proposal Application shall be automatically rejected.
1. **Financial Statements must be included with Application as Attachment "A." Not applicable for units of government.**
2. **Documentation of Certificate of Corporation must be included as Attachment "B." Not applicable to units of government.**
3. **IRS determination of 501(c) (3) status for non-profits must be included as Attachment "C."**
4. Public Entities Crime Act Affidavit must be included as Attachment "D."
5. Drug Free Work Place Policy must be included as Attachment "E."
6. Client Non-Discrimination Policy must be included as Attachment "F"
7. Community/Disadvantaged Business Enterprise Policy. (Sample policy) included as Attachment "G."
8. Americans with Disabilities Act Policy. (Sample policy) included as Attachment "H."
9. Equal Employment Opportunity /Affirmative Action Policy. (Sample) included as Attachment "I."
10. General Contractor's License, if applicable. Attachment "J."
11. Occupational License, if applicable. Attachment "K."
12. CHDO Certification, if applicable. Attachment "L."

Section B – Project Documents

Attach the following documents as an appendix to the back of the original Application and the required five (5) copies of the Application. Include all documents in the Application pagination. The failure to include these documents is not a fatal flaw, but may result in the Applicant Agency not maximizing points and/or a reduction of points.
1. Copy of the Résumé of the Proposed Project Manager/Director.
2. Floor Plans (Construction projects only)
3. Commitment Letter(s) from additional funding sources (Commitments should include all terms and conditions proposed for financing).
4. Commitment Letter(s) or other documentation from additional non-cash resources. (If applicable)
5. Proof of site control. (For new construction projects)
6. Each applicant is required by HUD to submit a DUNS Number in Section 24 of the Agency Cover Sheet on Page 3 of this application. This number allows HUD to secure all necessary agency information in order to track spending awards on its website. If applicant does not have a DUNS Number, one can be obtained from http://fedgov.dnb.com/webform.

Broward County Housing Finance and Community Redevelopment Division Application

FATAL FLAW CHECKLIST

Failure to comply with or include any of the Required Items listed below that apply to the Applicant Agency's status (Non-Profit, For-Profit, or Unit of Government) will result in a Fatal Flaw and removal of the Proposal from further consideration of approval.

	Required Item
1.	Signed Proposal/Application was received by the due date and time.
2.	The Original Proposal/Application contains an original signature under Part I, Section C Certification of Accuracy and Compliance.
3.	The Proposal is responsive, that is, it addresses an eligible activity included in Consolidated Plan priorities for which funds are available.
4.	Applicant Agency's Financial Statements for the most recently completed fiscal year, or, the previous fiscal year if the most recent one ended within 120 days of the due date of the Application. Attachment "A" (Units of Government may check N/A).
5.	A Certificate of Corporation from the Florida Secretary of State's Office is required. It must be certified and dated by the Secretary within twelve (12) months of the due date of this Application. This Certificate must state on its face that the Applicant Agency is active. In the alternative, the Applicant Agency may submit a printout from Corporations Online, www.sunbiz.org, Public Inquiry as Attachment "B" dated within twelve (12) months of the due date of this Application, stating that Applicant Agency is active. **Please note that Articles of Incorporation or any similar document does not meet the requirements of this section.** Units of government are exempt from this. Attachment "B" (Units of government may check N/A). **This is a Fatal Flaw.**
6.	Proposals will not be accepted for new construction projects that already have a Certificate of Occupancy or that have previously received the State of Florida 9% tax credit match. This is a **Fatal Flaw**.
7.	Proposals will not be accepted for new construction projects that do not provide documented proof of site control. This is a **Fatal Flaw**.
8.	Proposals will not be accepted for projects from non-profits that do not submit a copy of their IRS determination of 501(c) (3) status. This must be included as Attachment "C." This is a **Fatal Flaw**.
9.	Each applicant must submit a DUNS Number because the Federal Government is now required to maintain a website with information on all spending awards. If applicant does not provide a DUNS Number in the application, it will be deemed a **Fatal Flaw**.

INSERT COLORED DIVIDER

BROWARD COUNTY
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
FORTY FIFTH (46TH) YEAR

CDBG

APPLICATION PROCESS
NON-PROFIT ORGANIZATIONS
APPLICATION INSTRUCTIONS AND
APPLICATION

Broward County Housing Finance and Community Redevelopment Division
110 NE 3rd Street, 3rd Floor
Fort Lauderdale, FL 33301

- **Please Note:**
  Technical assistance is available upon request and should be considered prior to selection of a format for your project or program

APPLICATION - Community Development Block Grant Program (CDBG)

The Community Development Block Grant Program (CDBG) provides funds to serve low and very low-income households or neighborhoods.

Program funding activities: Public services, capital projects, economic development initiatives and affordable housing projects, including projects for existing homes, or soft costs for new construction for single family/multifamily units. Community Development Block Grant regulations provide more detailed information regarding eligible activities. All applicants structuring housing projects are encouraged to consult with staff thirty (30) days prior to the application submission deadline. Applicants requesting funds for construction, rehabilitation or renovation must have construction plans and feasible estimates prior to submission of application.

Eligible entities: Non-Profit Organizations.

Organizations that include Community Development Corporations (CDC's), non-profits, and community based organizations can be defined by the U.S. HUD regulations as community based development organizations and may receive funding for community development activities. These organizations are encouraged to submit applications directly to their respective municipality if that municipality has set-aside funds for that purpose.

* Dependent on funding and Public Service cap set by HUD, funding may or may not be available. Applicants are encouraged to apply for other eligible projects.

SUBMIT ONE FORM FOR EACH PROJECT

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS

NON-PROFIT ORGANIZATIONS CDBG APPLICATION

COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT SUMMARY		
Category	Budget	
Cash		
In-Kind		
Other Grants		
CDBG		
TOTAL		
PROGRAM ACTIVITIES:		NATIONAL OBJECTIVE
Only one activity per application		Area Benefit ( )
Public Service ( )		Limited Clientele ( )
Capital Improvement ( )		Low/Mod Housing (LMH ( )
Economic Development ( )		Low/Mod Jobs (LMJ) ( )
Housing ( )		Slum/Blight (SBA) ( )

Applicant completes the following items.

1. Applicant Organization Name:_____

2. Address: _____City:_____Zip:_____

   Telephone #:_____ FAX #:_____

   Contact Person:_____
   Title:_____

   Street Address:_____City:_____Zip:_____

   E-MAIL Address:_____

   Telephone #_____ FAX:_____

3. Project Name:

4. CDBG Funds Requested ($15,000 Minimum Request): $_____

5. **Project Goals:** Provide specific project goals and quantifiable objectives. Quantifiable objectives should specifically state who, what, where and how many. Scope of services demonstrates activities involved in implementing the project while project continuation and maintenance relates to whether or not this will be an ongoing activity after funding ends.

   a. Project Goals and Quantifiable Objectives: Describe how goals and objectives will benefit low income persons or eliminate or prevent slum and blighted conditions, or impact a problem or need of particular urgency.

   b. Detailed Scope of Services: The scope of services should explain exactly what will be accomplished with the funds requested.

   c. Project Continuation and Maintenance: Indicate what organization is responsible for maintenance of the project after completion. (Attach letters or verification).

   d. Program Design: How do you plan to achieve the goals identified above? Please be clear and specific. (Please Attach Program Design)

6. **Applicant's Management Capability:** Briefly describe the capacity of your organization to undertake the proposed project. Discuss prior experience in the administration of Federal funds and list existing funding agreements.

a. Discuss experience in the administration of Federal funds and general management capacity, include other Broward County funded programs.

b. Provide a list of most current CDBG projects.

First Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

Second Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

Third Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

7. **Description:** Describe the outcome(s) of the project. Description is to include timeframe for start-up and completion, street location of the service and census tract(s). Describe the service area.

   a. Project Description: Capital improvements should state anticipated linear feet of project or number and description of public facilities. **Applicant must already have construction plans for the project at time of application.** Public service projects should specifically state number of clients per year. Housing development or rehabilitation should state number of housing units. Economic development projects, should state number of businesses to be assisted, jobs created and describe loans available. Both Rehabilitation and New Housing Construction should comply with Energy Star Requirements.

   b. Time Frame: What is the time frame for start-up and completion after notification of funding award? Indicate what funding commitment is required to provide for timely project start-up.

   c. Street address / Location: Attach map identifying both census tracts and project location. Also provide a street address or a description of the location when site acquisition is involved. Provide current Phase 1 – Environmental Assessment and NEPA Environmental Assessment Checklist for Capital, New Construction and Economic Development activities that were done within 6 months of application for funding.

   d. Census Tract(s) and Block Groups: Consult census maps for the census tract location of this project. (Area benefit projects must serve 51% low and very low income persons.)

8. Proposed activities located in a Community Redevelopment Area (CRA), must provide a copy of the area's Redevelopment Plan and map in order to be considered eligible under a HUD Slum/Blight designation. The following information must be provided at the time of application:

   a. Percentage of Deteriorated buildings
   b. Year area designated Slum/Blight

c. Description of Slum/Blight area

9. **Budget Table Instructions:** Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project.

a. Budget Table: For each expenditure category in the left hand column enter the proposed amount necessary to complete this project under the column for the source of funding. Enter the source of funding in the appropriate cell. Administrative expenses are not eligible. Items listed below are only eligible as direct services.

Category	CDBG	Non CDBG	Non CDBG	TOTAL All Sources
Personnel				
Benefits				
Travel				
Training				
Equipment				
Supplies				
Contractual With Outside Agencies or Vendors				
Construction				
Other				
Totals				

10. **Budget Narrative Instructions:** The budget narrative statement should provide a detailed explanation justification for each cost category space shown in the Budget Table on page 15, #9. The budget narrative should identify non-CDBG resources to be utilized in financing including mortgages or construction financing for the project. Also, specify the costs for which CDBG funding is being requested and the costs to be covered by non-CDBG resources. Additional pages can be added, if necessary.

11. **Describe and calculate Leveraging:** Describe and attach supporting documentation including letter of commitment, resolutions, minutes of meetings, etc. providing the specific resources the applicant will commit to the project identified in columns 2 and 3 of the Budget Table #9. a. on page 15. Include and identify in-kind contributions, sweat equity and other resources.

a. Provide documentation as an attachment and summarize below.

1. For economic development projects, the value of the jobs produced in the previous year can be used as leverage. Documentation must be provided showing name of business, title of job and salary.

2. For housing development projects, anticipated mortgage financing will be considered as in-kind contribution.

b. Instructions on calculating leveraging

Leveraging will be computed by taking into account the total dollar cost of the entire project including in-kind contribution.

$$\text{Percent Leveraging} = \frac{\text{Total Non-CDBG Funds \$ X 100}}{\text{Total CDBG \$}}$$

In computing Total Cost of the project, funding from all sources for the project must be added. This includes Federal funds, State funds, contributions, private sector financing, in-kind contributions, etc.

In-Kind Contributions are non-cash items. Non-cash items are contributions to the project, e.g., labor, office space, use of equipment, etc. that do not involve cash payments by the entity. However, a dollar value must be given to in-kind and it must be added to the cost of the project. In-kind contributions must be accounted for and included in the financial audit of

the funded entity.

Calculations:

12. **The project generally reflects adopted plans, goals, objectives and policies.**

a. Project consistent with Broward County Consolidated Plan: Project should explain which Consolidated Plan priority it will address.

b. Project Consistent with Local Government Plans and Zoning: Documentation relating to the comprehensive plan including which City the plan is for and a copy of the relevant page, project letters from municipality or County government in which the project will occur, stating consistency with county or municipal adopted comprehensive plans.

c. Is project a permitted use in the zoning text regulations for the zoning district designated for the project site?

Yes [ ] Attach municipal or County verification of zoning and adopted future land use plan designation for the site
No [ ] plan of action to achieve zoning district change.

d. Plat Approval: Does your project require platting or a plat note amendment?
Yes [ ] Attach platting requirements and time table for completion.
No **[ ]** Provide Plat Name, Plat Book No. and Plat Page No.

13. **Real Property and Relocation Policy:**

a. Real property: Does the proposed project require the acquisition, subordination or leasing of real property?

Yes **[ ]** Provide a legal description, street address and the property owner's name. ***If the project involves displacement, consult with Housing Finance and Community Development Division staff before acquiring real property in order to follow the Uniform Acquisition Procedures.***

No **[ ]** No property is to be acquired

b. Relocation: Does the proposed project necessitate the relocation of homeowners, tenants or commercial establishments.

Yes **[ ]** Outline the proposed relocation plan and show source of funds on the budget table and narrative above.

No **[ ]**

14. **Citizen Participation:** Complete this section for citizen participation documentation. How did the citizens in your jurisdiction participate in the selection of this project? Attach any related or necessary documentation.

15. **Certification: Please complete the certification below:**

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to the Broward County Housing Finance and Community Redevelopment Division and verify that the information herein is true, accurate and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, which may be amended periodically, provides that a fine or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious, or fraudulent statement or entry, knowing same to be false.

Name of Organization:

Type of Organization: [ ] Non-profit

(Signature)	(Title)	(Date)

INSERT COLORED DIVIDER

BROWARD COUNTY
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
FY 2020/2021

HOME

APPLICATION PROCESS
INSTRUCTIONS

Broward County Housing Finance and Community Redevelopment Division
110 NE 3rd Street, 3rd Floor
Fort Lauderdale, FL 33301

Consortium Cities

- **Coconut Creek**
- **Coral Springs**
- **Davie**
- **Deerfield Beach**
- **Lauderhill**
- **Margate**
- **Miramar**
- **Pembroke Pines**
- **Plantation**
- **Sunrise**
- **Tamarac**

Broward County's Housing Finance and Community Development Division is the lead agency for the Broward County HOME Consortium. Consortium cities receive HOME Investment Partnerships Program (HOME) funds. The consortium cities are listed above. For-profit developers applying for HOME state tax credit matching funds for projects that are located in the Participating Jurisdiction (PJ) cities of Pompano Beach, Fort Lauderdale, and Hollywood should contact these cities directly as they receive their own allocation of HOME funds.

HOME PROGRAM
BROWARD COUNTY FY 2020/2021
REQUEST FOR PROPOSALS

TABLE OF CONTENTS

General Information..... cover

CDC & CBO Certification 29

Terms and Conditions 30

HOME Operating Statement Instructions 32

Sources and Uses (New Construction) - Instructions 35

Sources and Uses (Homebuyer/Homeowner) - Instructions 40

Income Limits 44

Affordability Requirement 45

HOME Per Unit Investment Limits 46

Utility Allowances 46

Rent Limits 47

Attachment 1 HOME Application 49
Attachment 2 CHDO Application 67

Home Investment Partnerships Program (HOME): The HOME Program provides funds to increase the availability of affordable housing. This includes multifamily rental and homeownership opportunities for low and very low-income households.

HOME: An affordability period and recapture provision is mandatory for all home buyer purchase assistance programs and housing rehabilitation projects. A recapture provision is only necessary for rental projects if the assistance is a loan and not a grant. The following forms of subsidy are eligible:

- Interest bearing loans -These loans are amortizing loans. Repayment is expected

on a regular basis, usually monthly, so that over a fixed period of time, all of the principal and interest is repaid.

- Non-interest-bearing loans -The principal amount of such loans are paid back on a regular basis over time, but no interest is charged. Such loans are made when the borrower is able to make regular payments but even a small amount of interest is not affordable.

- Deferred payment loans - These loans are not fully amortized. Instead, some, or even all principle and interest payments are deferred to some point in the future. Like the amortizing loans mentioned above, these loans can accrue interest or be non - interest bearing.

- A ten-year pro forma operating statement is mandatory for all rental housing projects.

- Affordability period must be 20 years for rental new construction and acquisition/ rehabilitation projects.

- Development interim financing and interest payments will not be considered.

Program funding activities: Land acquisition, rehabilitation, new construction, and down payment assistance. For rental properties, all HOME assisted units must be dedicated to families whose annual incomes do not exceed 80% of the median family income. Additionally, at least 20% of HOME assisted units (on projects having 5 or more HOME assisted units), must be for households at 50% of the median family income. Also, proposals are to comply with HOME rental thresholds and investment limits. Broward County's Consolidated Plan funding priorities are listed on Attachment "M" of this document. **HOME assisted rental units must be occupied by income eligible households within 18 months of project completion.**

Eligible Entities: For profits, non-profits, community development corporations, limited partnerships, municipalities, and quasi-public government entities. Also, "for profit" developers applying for HOME state tax credit matching funds for projects that are located in the Participating Jurisdiction (PJ) cities of Fort Lauderdale, Hollywood and Pompano Beach should seek a local tax credit match from one of those cities.

Four-Year Project Completion: HOME regulations require a Four-Year completion time frame for all projects. Completion shall mean that all necessary construction work has been completed and the project has received a certificate of occupancy. For owner-occupied rehabilitation projects, completion means that all rehabilitation work has been completed, the PJ or its designee has performed a final inspection, and the homeowner has accepted the work, as indicated by a final sign-off.

Assessment of Project Underwriting, Developer Capacity, and Market Need: HUD

requires that Broward County as the Participating Jurisdiction (PJ), evaluate the underwriting of each development project requesting HOME funds. The County, must assess development capacity and fiscal soundness, as well as examine neighborhood market conditions to ensure adequate need for each project before there is a binding agreement and an activity can be set up in IDIS. Applicants must submit documentation detailing the proposed project's underwriting and justify the accuracy of the underwriting. Applicants must submit justification of development capacity and the fiscal soundness of the project. A neighborhood market analysis specific to the project must be submitted justifying that there is an adequate need for the project requested.

Conversion of Homebuyer Units to rental Units: A homebuyer must have a ratified sales contract within 9 months of construction completion. Units that remain vacant 6 months following completion must be converted by Broward County to HOME rental units.

CHDO Development Capacity: CHDO's must demonstrate that paid staff have development capacity commensurate with the scope of the development project for which funds are requested prior to the PJ's reservation and commitment of HOME CHDO funds. This must be certified in IDIS before an agreement is executed.

Davis Bacon Act: The project must comply with the **Davis/Bacon Act** (prevailing wages) where applicable - 12 units and over.

NEPA Environmental Assessment Checklist
[Environmental Review Guide HUD CPD 782, 24 CFR §58.40; Ref. 40 CFR §1508.8 & §1508.27]
This form can be found on Attachment "N" on page 123 and is to be completed by all multi-family new construction projects comprised of five or more units. **If this form is not completed, your qualifying multifamily new construction project will not be reviewed and your application will be considered fatally flawed.**

HOME/CHDO Certification and set aside: 15% of the HOME allocation is specifically available to County Certified Community Housing Development Organizations (CHDO) for eligible CHDO set aside activities. Those applying under this format must have CHDO Certification status or submit a CHDO Certification with your application. Contact Yvette Lopez at (954) 357-4930 for further information.

Tenant Based Rental Assistance Set aside: As indicated in the Five-Year Consolidated Plan and Annual Action Plan, HOME funds will be set-aside from the Broward County HOME Allocation for tenant based rental assistance.

BROWARD COUNTY
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
CERTIFICATION REQUIREMENTS

The requirements below apply to all participating non-profit organizations such as Community Housing Development Organizations (CHDO's), Community Development Corporations (CDC's) and Community Based Organizations (CBO's) for HOME.

1. One copy of charter and by-laws.

2. One copy of the annual report submitted to the Florida Secretary of State.

3. One copy IRS 501(c) (3) letter or date of application and a copy of the most recent tax return.

4. One copy of the current roster of the board of directors with names, titles of officers, addresses, phone numbers and terms of office.

5. One copy of all hearing notices and attendance sheets (with addresses), showing attendance and minutes of community neighborhood advisory board meetings, if applicable, demonstrating citizen input to the board(s) regarding proposals.

6. One copy of resolution or minutes from the governing body giving authorization to submit proposal(s) showing consideration of citizens' input in final decisions by governing body.

7. One copy of organization's economic development strategy where applicable.

8. Copy of Documentation of CHDO paid staff's actual development capacity.

9. One copy of the annual financial statement or most recent audit including status of resolution of negative audit findings and other complaints regarding operations and funding.

The requirements below apply to all for profit organizations submitting HOME proposals.

1. One copy of charter and by-laws.

2. One copy of the annual report submitted to the Florida Secretary of State.

3. One copy of the current roster of the board of directors with names, titles of officers, addresses, phone numbers and terms of office.

TERMS AND CONDITIONS

DEFINITIONS

For the purposes of this Request for Proposals (RFP), an "applicant" shall mean a contractor, developer, consultant, organization, firm, corporation, or other person(s) submitting a response to this RFP application.

INVITATION TO PROPOSE

Proposals must be submitted on the enclosed application form attached as exhibits only. **DO NOT INCLUDE A COVER LETTER.**

ALL PROPOSALS must include the applicant's return mailing address, contact person and telephone number. Applicants shall submit one (1) original and five (5) bound copies of the proposal with dividers. The applicant may submit the proposal in person or by mail.

The Housing Finance and Community Redevelopment Division must receive proposals by 12:00 PM, EST, on February 3, 2020. Proposals received after that time will not be accepted and will be returned to the applicant.

The Division cautions applicants to ensure actual delivery of mailed or hand-delivered proposals directly to the Broward County Housing Finance and Community Redevelopment Division, 110 NE 3rd Street, 3rd Floor, Fort Lauderdale, Florida 33301, prior to the deadline set for proposals. Any proposal received after the established deadline shall not be considered.

Applicants may withdraw their proposals by notifying the Division in writing at any time prior to the time set for the proposal deadline. Applicants may withdraw their proposals in person or through an authorized representative. Applicants and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals once opened, become the property of the Division and will not be returned to the applicant.

Immediately upon receipt proposals become **"public records"** and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Applicants may invoke the exemptions to identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. **Requests for exemption shall be subject to review and approval of the County Attorney's Office.**

SELECTION PROCESS:
Proposal application packets submitted in response to this RFP will be reviewed and evaluated by a proposal Evaluation Committee set up by the Housing Finance and Community Redevelopment Division. The Applicant should understand that a response to this RFP does not constitute an agreement or contract with the Applicant. There will be no official and binding contract or agreement until all proposals are reviewed and evaluated. Housing Finance and Community Redevelopment Division staff will submit the highest rated proposal application recommendations to the Board of County Commissioners for approval. If they are approved by the Board, a contract or agreement will be executed by all parties.

The Housing Finance and Community Redevelopment Division reserves the right to reject all proposals, waive any information, and to solicit and re-advertise for new proposals.

GRIEVANCE PROCEDURES
All complaints and/or grievances must be in written form and addressed to the Division Director before an official statement can be made regarding this matter. Within three (3) working days, the complaint and/or grievance is logged and the staff responsible identified. The staff responsible must prepare a written response for review and approval by the Division Director. Within seven (7) days, the designated staff persons will follow-up with the citizen and log in results/findings.

PROPOSAL PREPARATION COSTS
Neither the COUNTY nor its representatives, who include County agencies and personnel, shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Applicants should prepare their proposals simply and economically, providing straight forward and concise descriptions and responses to the questions on the enclosed application form.

ACCURACY OF PROPOSAL INFORMATION
Any applicant who submits in its proposal to the Broward County Housing Finance and Community Redevelopment Division any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration. Answers and responses must pertain to the specific question requested on the application form. No consideration will be given where a response does not relate specifically to the question or where the response is contained elsewhere in the proposal.

COMPLIANCE
Project submissions must be in accordance with all applicable HUD and HOME program guidelines. The HOME final rule (24 CFR Part 92) and technical information about the HOME program is available on the HUD website- www.HUD.gov.

INSURANCE
The awarded applicant(s) shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the County. In the event the applicant is a governmental entity or self-insured organization, different insurance requirements may

apply. Misrepresentation of any material fact, whether intentional or not, regarding the applicant's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any contract.

LICENSES
Applicants, both corporate and individual, must be fully licensed and certified in the State of Florida for the type of work to be performed at the time application is submitted. Should the applicant not be fully licensed and certified, its proposal shall be rejected.

AWARD
The selected applicant(s) shall be required to execute a contract or agreement with Broward County or its authorized representative within a time frame which is appropriate in consideration that HOME New Construction funds must be committed by 24 months from the HUD loan commitment or grant award transmittal letter.

HOME APPLICATION INSTRUCTIONS

PRO FORMA OPERATING STATEMENT FOR RENTAL HOUSING
Instructions for completing chart on Page 53 of HOME application

OPERATING INCOME

Line 1

"Gross rent potential" is the total annual amount collectable in rent ***if*** all units were occupied continuously and all tenants paid their rent. A common error (or deliberate exaggeration) in a pro forma is to assume that gross potential is the number of units times the proposed rent schedule. The error overstates gross potential because it ignores the fact that, aside from tenants renting month to month rent schedules and increases take time to implement. This is a very important consideration when evaluating a new construction or substantial rehabilitation proposal, especially if the owner claims immediate results from the rent schedule or rent increases following construction. The lease-up period can take months, if not years for a larger project, and the implementation of rent increases requires a year if one-year leases are in place. In short, gross potential is not static; it changes each month as tenants move in and out. A miscalculation of the market leading to slow leasing will result in immediate and substantial cash demands on the owner.

Line 2

The **"vacancy allowance"** is a percentage of gross rent to allow for income lost, while dwelling units are vacant because of normal turnover in occupancy. Recall, however, that a 5% vacancy does not mean that gross potential reduced by 5%: in projects with different sized units, the rent of those vacant units can comprise more or less than 5% of the rents. The vacancy allowance must estimate economic vacancies, and also account for units taken from the market for renovations.

Line 3

"Effective gross rent" is the gross rent potential less the vacancy allowance.

Line 4

"Other income" includes any charges the sponsor realistically expects to make for use of the buildings or property, **other than** charges to the tenants for rent or services. Such income could be, for example, a charge for use of a community room as a meeting place by an outside organization, or a rental fee for parking spaces paid by residents or non-residents.

Line 5

The **"reserve for bad debt"** assumes that some rents owed will not be paid. A reasonable reserve for bad debt equals 1.2% of gross rents. Investors should be concerned if the reserve exceeds 2%, as this suggests that the owner has sacrificed tenant reliability for occupancy.

Line 6

Effective Gross income equals the total of effective gross rent plus other income less reserve for bad debt.

OPERATING EXPENSES

Line 7

The **"management fee"** is an annual payment to a contracted management firm or agent for whatever scope of services is negotiated between the project sponsor and the management agent. Typically, the fee is set as a percentage of gross rent collected, ranging from 5% - 9%.

Line 8

The personnel costs for any employees of the project who are involved in management, as opposed to employees of a contracted management agent, are shown here. If the same person spends time on both management and maintenance responsibilities, the costs associated with that person should be shown here and on Line 14, on the basis of an estimated percentage of total working time in each activity. Payroll expenses include wages, fringe benefits and payroll taxes.

Line 9

Legal costs may be incurred in negotiating contracts with service providers, assisting the sponsor with legal disputes, and so forth. The proposed management agent, if one is used, should be helpful in estimating a reasonable allowance for those costs.

Line 10

An annual audit of the project accounts should be planned and budgeted.

Line 11

An amount should be budgeted for expenses in connection with advertising or other marketing efforts required to fully lease apartments or rooms which become vacant from time to time. Expenses for **initial** marketing, when the project is completed, are included in the development budget. The line will also include concessions - offers to tenants a period of free or reduced rent in exchange for a lease.

Lines 12 - 14

The sponsor's **"overhead"** costs to operate a management office, or to perform that function whether or not a physical space is devoted to it, should be estimated here. These costs are separate from any similar expenses which may be included in the management fee.

MAINTENANCE

Line 15

Personnel costs for any project maintenance employees including wages, fringe benefits and withholding or other taxes should be included here.

Line 16 -24

Maintenance expenses cover a broad range of interior, exterior and grounds maintenance items, including an array of possible third-party contractors. A key influence on maintenance costs is turnover, or the number of units that are vacated and reoccupied within a given period. The higher the turnover, the higher the maintenance expenses for cleaning, painting, exterminating and other such preparation activities. Turnover rates can be determined by property managers analyzing occupancy rates over time when shopping properties. In addition, an existing property with an operating history can generate an estimate of turnover for when the rent falls from the prior year. Property managers normally can quickly determine or estimate the average unit preparation cost, exclusive of replacing carpet or appliances. Typically, this cost is from $500 to $1,000.

Another element of the maintenance budget is the cost of general building repairs and cleaning, including maintenance of mechanical systems, plumbing and fixtures, and grounds upkeep. These activities are handled by some combination of hired contractors and employed staff. Underwriters should encourage owners to plan and budget properly for these expenses, including costs for maintenance staff (line 15) and contractors. The underwriter should observe and inquire about special maintenance situations such as extensive grounds, swimming pools, flat roofs, poor drainage, stucco finish and aluminum siding.

UTILITIES

Lines 25 - 27

Utility costs can be estimated by doing a utility comparison analysis with other buildings in the area of similar scope and design, or based on previous use levels. Be sure to take into account the type of utilities used in comparison buildings, and the level of energy efficiency of construction and appliances.

Sewer and water costs can be estimated by previous use levels, or if the building is new, by contacting the utility or public service provider for estimates. Properties with landlord-paid utilities (that is, heat, hot water, air or light) may need special attention. Efficient and environmentally sound operations demand that tenant's

use of utilities be disciplined by costs, meaning utility users should pay utility bills. When feasible, conversion to tenant paid utilities should be encouraged.

TAXES/INSURANCE/RESERVES

Line 28

The estimated annual premium for hazard and liability insurance carried by the project owner should be included here. Policies should provide for rent loss protection and for restoration of the premises in the event of casualty.

Line 29

Annual real estate taxes should be estimated by consulting with the local tax assessor about the value at which the housing will be assessed, and likely tax rate. Since real estate taxes are a major component of operating costs they should be carefully and realistically estimated.

Line 30

An amount should be budgeted annually, and built into monthly occupancy charges, to allow for periodic major repairs or for replacement of parts of the buildings or mechanical equipment and systems. The amount which would be prudent may vary with individual projects, and may be different for new construction versus rehabilitation.

Line 31

The operating reserve, or "**operating deficit reserve**"**,** as the Federal Housing Administration (FHA) calls it, is typically in an amount that assures coverage of debt service during the lease-up period, when it is most likely that expenses will grow faster than income.

Total Operating Expenses

Line 32

Costs for management, maintenance, utilities, taxes, insurance, and reserves are included.

Income Available for Debt Service

Line 33 - 34

Once you have estimated the project income and the costs of operating the project, you can determine net operating income, the amount of income available for debt service.

SOURCES AND USES OF FUNDS – NEW CONSTRUCTION

Instructions for completing the Project Cost Table page 56:
Sources and Uses of Funds.

Acquisition Costs

Lines A1 - A2

Land or property acquisition costs normally match the price paid to acquire property in order to undertake the project. If the land or building(s) were acquired

earlier, the sponsor will have to decide whether to estimate the value of the land/building at the original acquisition cost, the current appraised value of the property, or some other amount. In any case, acquisition costs are the actual costs which will be charged to the project.

Site Work
Lines B1 - B2

"Site work" refers to usual land improvements. Usual land improvements are costs such as excavation for foundations or utilities; grading of the site; installing on-site roads, walkways or parking areas; landscaping; outdoor lightning; or other permanent improvements to the land other than the buildings themselves. Even a project which involves rehabilitation of an existing building may have some land improvement costs.

"Other" refers to site work which would not normally be required to prepare a site for construction or to put it in usable condition after construction. Such costs include demolition of existing buildings; removal of large amounts of earth to an on-site location or moving earth from off-site for fill or grading; off-site utility or road extensions; or any other unusually large or exceptional costs.

Bear in mind that the costs of land improvements will typically be included in an overall construction contract; even though the actual work may be done by a sub-contractor. Accordingly, these costs should be based on a contractor's estimate.

Construction/Rehabilitation
Lines C1 - C3

The amount estimated under this heading should cover all costs included in a construction contract. Besides the "hard" costs of materials and labor, price will typically include such components as an allowance for the contractor's project-related expenses or "general requirements" such as building permits, fencing around the site, temporary storage for materials; the contractor's profit, and the cost of a performance bond or letter of credit provided by the contractor to ensure that the project will be completed.

Probably the most realistic method of estimating construction costs is to obtain a preliminary cost from a contractor, even if one has not been formally selected. An alternative is to have your architect estimate the amount of the construction contract based on his or her experience with similar buildings.

In some cases, an architect or contractor may only wish to estimate the cost of "bricks and mortar" for actual construction. You can adjust that figure and estimate the total construction contract price by adding: (a) 3 - 4% for "general requirements"; (b) the estimated cost of a performance bond or letter of credit obtained from a bonding company or local lender; and (c) an allowance of 8 - 10%

of the total of all preceding costs for the contractor's profit.

Architectural and Engineering Fees

Lines D1 - D2

Architectural fees should be based on an estimate from the architect or on an actual agreement with the architect. These fees may be based on a certain percentage of the construction contract amount, a fee per dwelling unit, a flat fee for services, or some other basis. There will always be one fee for the design of the buildings and another for inspection and monitoring by the architect during construction. The design architect and the inspecting architect may or may not be the same.

Lines D3

Consulting fees may or may not be a cost to your project. If you are not experienced with the housing development business you may choose to obtain technical assistance from someone who is. The terms and conditions of that contract are negotiable. The consultant ought to be able to provide you with a scope of services and a fee schedule. You can use those to predict what your cost for this line item will be.

Line D4

The cost of an environmental survey and soil borings may be included under engineering fees because those costs are directly related to the design of the site plan and buildings. These buildings are often sub-contracted by the architect to an engineer on behalf of the sponsor. The engineering fee estimate should also include any mechanical or structural engineering costs incurred as part of the design fee.

Other Owner Costs

Line E1

In buying land or real property it is almost always necessary to get an appraisal of the property. It is important to make sure that the appraiser you plan to use is acceptable to your lender. Lenders rely on the information in an appraisal. An Appraiser can easily provide you with a cost estimate for the services required.

Line E2

The local government responsible for enforcing area building codes generally will require a building or construction permit to be issued before construction can commence.

Line E3

Tap fees or connection fees often are required by the water and sewer governing body before a project can be connected into the utility system.

Line E4

If the architect for your project does not include the environmental survey as part

of his/her contract, you will have to arrange for the survey and pay for it independently. You should get estimates from surveyors and weigh their bids.

Line E5-E6

Legal fees will be incurred for incorporation, contract negotiations, property acquisition, loan closings and other assorted parts of the development process. Unless your project is highly unusual, and will require inordinate legal attention, it is possible to get a ballpark estimate of legal fees by looking at similar projects. You can ask an attorney for such an estimate.

Line E7

These items are the costs of making sure that the sponsor has clear title to the property before construction starts. Title insurance protects the lender, while recording the deed protects the title. The mortgage held by the lender must also be recorded. The sponsor's attorney or a title insurance company can estimate these costs, given a specific property and an estimate of development costs.

Interim Costs

Line F1

You should consult with an attorney and an insurance agent to determine what kind of insurance will best protect your interests during construction, and what the costs of carrying that insurance will be. Lenders for the project may have their own standards for the type of insurance needed during construction

Line F2

Predevelopment and construction interest is a cost that you are accruing during the early part of the project. Include in budget as part of the holding costs.

Line F3

Loan fees and points are part of the cost of capital. These are the one-time fees, a percentage of the total loan which you pay to the lender. Once you know how much money you have to borrow, your lender will tell you what fees and loan points will be charged.

Permanent Financing Fees and Expenses

Line G1

A credit report generally is required for the borrower to ensure that the borrower historically has repaid debt on time and consistently.

Line G2

The loan origination fee is the amount charged by the lender usually 1% of the loan amount to originate and process the paperwork associated with making a loan.

Line G3

Lenders generally require title insurance to ensure that the property is marketable and that title is clear of any defects. Additionally, there is often a per page recording fee for all documents registered with the Broward County Records Divisions.

Line G4

Attorney's fees generally are needed to prepare closing documents, perform title searches and ensure that all legal aspects of the transaction are handled properly.

Developer's Fee
Line H

The developer's fee is compensation to the developer for the time and risk involved to develop the project.

Reserves
Lines I 1-I 2

Reserves are funds set aside from the construction financing to take care of possible losses or shortfalls in the cash flow. Operating reserves protect against any lag in project sale or rent up. Replacement reserves establish a fund for replacement of major building components which will occur over the life of the project.

Tenant Relocation
Line J

Relocation costs connected with acquiring occupied buildings

Project Administration/Management
Line K1

Marketing and management start-up costs are incurred between completion of construction and full occupancy. The development budget must cover these costs because total rental income will not be available until the housing is fully occupied. The figure should include the actual costs of rent-up, including advertising and staffing for application reviews.

Line K2-K3

Operating expenses incurred during the holding period should be included here. These may include utility costs, maintenance, and insurance.

Real estate taxes usually have to be paid on the property during the construction/marketing period. The sponsor should consult with local taxing authorities to determine the basis on which the property will be assessed based on preliminary development plans and on the anticipated starting and completion dates for construction. The annual estimated tax bill should then be prorated for the construction/marketing period and entered here.

Line K4

The contractor will carry builder's risk and liability insurance. You as the sponsor will probably need to carry hazard insurance against damage to the building during construction. You may also carry insurance against theft and liability for personal injury or property damage.

Other Expenses
Line A3, D5, E8

Other miscellaneous expenses are any costs incurred by the sponsor that are not included in the rest of the budget. They should always be accompanied by an explanatory note.

Total Uses

Line L

This is the sum of all lines (A-K).

Total Sources

Line M

This is the total of all financial sources.

EXCESS / (GAP) BETWEEN SOURCES AND USES

Line N

TOTAL SOURCES (Line M) MUST EQUAL TOTAL USES (Line L) FOR DEVELOPMENT. In this sense, the budget also acts as a balance sheet. Developers may consider using HOME grants or loans to close any gap.

Line O

TOTAL PERMANENT FINANCING FOR THE PROJECT MUST EQUAL TOTAL PROJECT COSTS. In order to close out the pre-development/construction loan, developers must obtain additional financing, and must account for the additional costs in Section G and recalculate Line L.

SOURCES AND USES OF FUNDS – HOMEBUYER & HOME OWNER REHABILITATION PROJECTS

Instructions for completing the Project Cost Table on page 59:
Sources and Uses of Funds.

Line A

Amount of direct client subsidy (down payment assistance, buy down, rehab) for total project.

Line B

Total construction costs for project (list costs itemized in Line D separately). The amount estimated under this heading should cover materials and labor, the contractor's profit, and the cost of a performance bond or letter of credit provided by the contractor to ensure that the project will be completed.

Probably the most realistic method of estimating construction costs is to obtain a preliminary cost from a contractor, even if one has not been formally selected. An alternative is to have your architect estimate the amount of the construction contract based on his or her experience with similar buildings.

In some cases, an architect or contractor may only wish to estimate the cost of "bricks and mortar" for actual construction. You can adjust that figure and estimate the total construction contract price by adding: (a) 3 - 4% for "general requirements"; (b) the estimated cost of a performance bond or letter of credit obtained from a bonding company or local lender; and (c) an allowance of 8 - 10% of the total of all preceding costs for the contractor's profit.

Line C

Architectural fees should be based on an estimate from the architect or on an actual agreement with the architect. These fees may be based on a certain percentage of the construction contract amount, a fee per dwelling unit, a flat fee for services, or some other basis. There will always be one fee for the design of the buildings and another for inspection and monitoring by the architect during construction. The design architect and the inspecting architect may or may not be the same.

Line D1

In buying land or real property it is almost always necessary to get an appraisal of the property. It is important to make sure that the appraiser you plan to use is acceptable to your lender. Lenders rely on the information in an appraisal. An Appraiser can easily provide you with a cost estimate for the services required.

Line D2

The local government responsible for enforcing area building codes generally will require a building or construction permit to be issued before construction can commence.

Line D3

Tap fees or connection fees often are required by the water and sewer governing body before a project can be connected into the utility system.

Line D4

If the architect for your project does not include the environmental survey as part of his/her contract, you will have to arrange for the survey and pay for it independently. You should get estimates from surveyors and weigh their bids.

Line D5-D6

Legal fees will be incurred for incorporation, contract negotiations, property acquisition, loan closings and other assorted parts of the development process. Unless your project is highly unusual, and will require inordinate legal attention, it is possible to get a ballpark estimate of legal fees by looking at similar projects. You can ask an attorney for such an estimate.

Line D7

These items are the costs of making sure that the sponsor/developer has clear title to the property before construction starts. Title insurance protects the lender, while recording the deed protects the title. The mortgage held by the lender must also be recorded. The sponsor's attorney or a title insurance company can estimate these costs, given a specific property and an estimate of development costs.

Line E1- E2

Predevelopment and construction interest is a cost that you are accruing during the early part of the project. You should include those costs in your budget as part of the holding costs.

Line E3

Loan fees and points are part of the cost of capital. These are the one-time fees, a percentage of the total loan which you pay to the lender. Once you know how much money you have to borrow, your lender will tell you what fees and loan points will be charged.

Line F1

A credit report will likely be required by a lender prior to issuing a commitment letter for permanent financing.

Line F2

A fee required by some lenders to process/originate the mortgage loan

Line F3

Required by the County and most lenders to insure their interest to the property is protected from prior lien claims. Additionally, there is often a per page recording fee for all documents registered with the area Register of Deeds as well as charges for applicable tax stamps.

Line F4

Attorney's fees may be charged to prepare closing documents, perform title searches and ensure that all legal aspects of the transaction are handled properly.

Line G

This fee, usually paid after completion of the project, compensates the developer for project oversight from inception to completion.

Line H 1

Marketing figures should include the actual costs of advertising and staffing for application reviews.

Line H2

Operating expenses incurred should be included here. These may include utility costs, maintenance, overhead. Please note, that these costs are not HOME eligible unless pro rated to include only those expenses directly attributed to a HOME assisted client

Line H3

Real estate taxes usually have to be paid on the property. The sponsor/developer should consult with local taxing authorities to determine the basis on which the property will be assessed.

Line H4

The contractor will carry builder's risk and liability insurance. The sponsor/developer will probably need to carry hazard insurance against damage to the building during construction. You may also carry insurance against theft and liability for personal injury or property damage.

Line I

Broward County requires an annual audit for agencies funded with $5,000 or more. Unless an agency receives $750,000 or more, of federal funds, these audits are not a HOME eligible expense.

Line K

List all staff costs associated with the project. Please note that HOME funds can only be used to reimburse those costs directly attributed to a HOME assisted client and all such tasks must be clearly demonstrated and considered to be reasonable and customary.

Line L

Total of costs from all sources and categories attributed to the Project

Please note that in addition to the questions noted above, applicant must attach the following documentation:

- Documentation detailing proposed project underwriting and justifies the accuracy of the underwriting. Applicants must submit justification of development capacity and the fiscal soundness of the project. Neighborhood market analysis must be submitted justifying that there is an adequate need for the project requested.

- PJs may not commit HOME funds to a project consisting of new construction or rehabilitation until: All necessary financing is secured; A budget and production schedule is established; underwriting and subsidy layering is completed; Construction is expected to start within 12 months.

- CHDO's must demonstrate that paid staff have development capacity commensurate with the scope of the development project for which funds are requested prior to the PJ's reservation and commitment of HOME CHDO funds. This must be certified in IDIS before an agreement is executed.

BROWARD COUNTY
(Fort Lauderdale, FL HMFA)
HUD ANNUAL INCOME LIMITS
HUD RELEASED: June 28, 2019
Median: $68,600

A HOME eligible household must have an income equal to or less than the limits cited below, depending on the Project.

Note: These limits may be periodically adjusted by HUD, please use most recent data

HOUSEHOLD SIZE	50% OF COUNTY MEDIAN	60% OF COUNTY MEDIAN	80% OF COUNTY MEDIAN
1 Person	$29,500	$35,400	$47,150
2 Persons	$33,700	$40,440	$53,900
3 Persons	$37,900	$45,480	$60,650
4 Persons	$42,100	$50,520	$67,350
5 Persons	$45,550	$54,600	$72,750
6 Persons	$48,850	$58,620	$78,150
7 Persons	$52,250	$62,700	$83,550
8 Persons	$55,600	$66,720	$88,950

BROWARD COUNTY AFFORDABLITY REQUIREMENTS

RENTAL HOUSING ACTIVITY	MINIMUM PERIOD OF AFFORDABILITY IN YEARS
Rehabilitation or acquisition of existing housing per unit amount of HOME funds: Under $15,000	Thirty (30) Years
$15,000 to $40,000	Thirty (30) Years
Over $40,000 or rehabilitation involving financing	Thirty (30) Years
New construction or acquisition of newly constructed housing	Thirty (30) Years
HOME OWNERSHIP ASSISTANCE HOME AMOUNT PER-UNIT	MINIMUM PERIOD OF AFFORDABILITY IN YEARS
$1,000 to $40,000	Fifteen (15) Years

TENANT UTILITIES ALLOWANCES
FOR MULTIFAMILY, 1-4 STORIES*

# of Bedrooms	0 - BR	1 - BR	2 - BR	3 - BR	4 - BR	5 - BR
HEAT						
Natural Gas						
Bottled Gas						
Electric/ Oil						
AIR CONDITIONING						
COOKING						
Natural Gas						
Electric						
Bottled Gas						
OTHER ELECTRIC						
Refrigerator Lighting, Etc.						
WATER HEATING						
Natural Gas						
Electric/Oil						
WATER						
SEWER						
TRASH COLLECT.						
RANGE (Purchase)						
REFRIGERATOR (Purchase)						

Please see link below to determine HOME per unit investment limit: https://www.hudexchange.info/resources/documents/Notice-CPD-15-003-Interim-Policy-on-Maximum-Per-Unit-Subsidy-Limits-for-the-Home-Program.pdf

A new provision at §92.252(d) requires the PJ to determine an individual utility allowance for each HOME rental project, either (1) by using the HUD Utility Schedule Model, or (2) by otherwise determining the allowance based upon the specific utilities used at the project.

HUD developed a Utility Schedule Model, which enables the user to calculate utility schedules by housing type after inputting utility rate information. The model can be found at:
http://huduser.org/portal/resources/utilmodel.html

HOME RENTS & FAIR MARKET RENT
FORT LAUDERDALE, FL HMFA*
Effective as of June 28, 2019

Number of Bedrooms	Fair Market Rent	Low HOME	High HOME
Efficiency	$950	$737	$939
1	$1,135	$790	$1,007
2	$1,444	$947	$1,211
3	$2,088	$1,095	$1,390
4	$2,536	$1,221	$1,531
5	$2,169	$1,348	$1,671
6	$3,297	$1,473	$1,810

*Source: U.S. Department of Housing and Urban Development.
Note: These limits may be periodically adjusted by HUD, please use most recent data

HOME APPLICATION
ATTACHMENT 1

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
HOME PROGRAM APPLICATION

1. Applicant Organization Name:

Address: _____

_____

Contact Person: _____ Title: _____

Telephone #: _____ FAX #: _____

E-mail: _____

2. Project Summary:

Project Name: _____

Project Address / Location: _____

_____

3. Project Type and Loan Description: _____

HOME Funds Requested: $ _____

HOME Mortgage position _____

Description of Required Affordability Period and Recapture Provisions (term, rate, amortization...):

Acquisition: _____

Development: _____

Beginning Date: _____ and Completion Date: _____

4. Project Description:

a. Provide a brief narrative of the proposed project including project objectives, housing market analysis, target population, major project characteristics, the number and type of units, the surrounding neighborhood, proximity to services, and public or other transportation. Explain project underwriting and how the use of HOME funds will make this project feasible. Provide attachments as needed. Attach a copy of the preliminary site plan, elevation renderings, and floor plans for each unit type in the project. Plans must be to scale. Preliminary plans do not have to be done by architects or engineers. **Describe plan to ensure that** either **HOME assisted rental units will be occupied within 18 months of project completion or new construction sale units be occupied within 6 months by income eligible households.**

b. **Show number of HOME assisted units for rental projects (Mandatory). The ratio of the HOME investment to the total eligible development costs is equivalent to the ratio of the minimum number units that must be HOME assisted to the total number of units. (If you are not familiar with calculating HOME assisted units, please refer to HUD Notice CPD 98-02). Please show calculation (Mandatory).**

b. If the site is vacant, describe any prior known use. Also indicate the age of any buildings or other structures currently located on the site.

c. Is the building(s) occupied and, if so, will the project cause relocation of existing occupants? Please describe the relocation program and procedures or explain why relocation will not be required.

d. Complete the table below for development projects only:

Building and Development Description

Total number of residential buildings	
Total number of community buildings and other accessory buildings	
Total number of residential units	
Number of HOME assisted Units	
Total number of units designated for low-income	
% of units designated low-income units to total units	
Total square footage of all residential units	
Total square footage of units designated for low-income	
Total number of commercial buildings	

% of units designated low-income square footage to total residential square footage	
Total commercial space square footage (if applicable)	
Total common area square footage (if applicable)	
Total parking spaces	
Total square footage of all project structures (residential, commercial, common areas and parking)	

e. Affordability Restrictions: What are the proposed affordability restrictions for the HOME assisted units (e.g., occupancy requirements, rental restrictions, time period, etc.)? How will the restrictions be enforced and how will they be carried out? Please provide policies, procedures, etc. as attachments as applicable. Please note, that if your agency is awarded, you will be required to provide a monitoring plan.

f. Marketing Program: How will the HOME assisted units be marketed to the target population? How will this marketing approach promote equal housing opportunities and ensure compliance with Federal Fair Housing regulations? **Please attach a copy of neighborhood housing market analysis used.**

g. Project Rents: For acquisition and/or construction of rental housing projects, complete the following table for project rents.

Project Rents

Units Designated Low Income							
# Bedrooms	Total # of Units	#of HOME Units in Total	Unit Size (Sq. Ft)	Monthly Rent (including utilities)	Monthly Utility Allowance	Monthly Rent LESS Utility Allowance	% of Area Median Income

Market-Rate Units							
# Bedrooms	Total # of Units		Unit Size (Sq. Ft)	Monthly Rent (without utilities)			

5. Complete the Project Pro Forma for the Operating Statement (FOR RENTAL PROJECTS ONLY). Provide a 10-year income and expense pro forma.

OPERATING STATEMENT PRO FORMA

OPERATING INCOME		Annual Amount
1.	Gross rent potential	
2.	Vacancy allowance (__% of Line 1)	
3.	Effective gross rent (Line 1 minus Line 2)	
4.	Other income	
5.	Reserve for Bad Debt	
6.	Effective Gross Income	
OPERATING EXPENSES		Annual Amount
7.	Management fee	
8.	Management staff costs	
9.	Legal fees	
10.	Accounting/audit fees	
11.	Advertising/marketing	
12.	Telephone	
13.	Office supplies	
14.	Other administrative Expenses (Subtotal)	
MAINTENANCE		
15.	Maintenance staff costs	
16.	Elevator (if any)	
17.	Other mechanical equipment (specify)	
18.	Decorating (specify)	
19.	Routine repairs and supplies	
20.	Exterminating	
21.	Lawn and landscaping	
22.	Garbage/trash removal	
23.	Other (specify)	
24.	Subtotal	

UTILITIES		
25.	Electricity	
25.A	Residential	
25.B	Commercial areas	
25.C	Common areas	
26.	Heat and hot water (specify fuel)	
26.A	Residential	
26.B	Commercial areas	
26.C	Common areas	
27.	Sewer and water	
	Subtotal	
TAXES/INSURANCE RESERVE		
28.	Property insurance	
29.	Real estate taxes (estimated value of $ times projected tax rate of $_____/$1,000)	
30.	Reserve for replacement	
31.	Operating deficit reserve Subtotal	
32.	Total Operating Expenses (Lines 7 through 31)	
INCOME AVAILABLE FOR DEBT SERVICE		
	Effective Gross Income (Line 6)	
	Minus Total Operating Expenses (Line 32)	
33.	Net Operating Income	
34.	Debt Service Coverage Ratio Required by Lender	

Notes: Assumption should be clearly stated such as rent levels (including utility allowances), vacancy/collection loss rates, projected annual income and expense percentage increases, etc.). See Instructions (page 31) before completing.

6. Provide project source of funds by funding sources

Sources of Funds: As an attachment, provide the following for all **funding sources** currently in place to complete this project.

- Name, address, telephone number, contact person of lender or proposed lender
- Dollars amount requested including interest rate, terms, annual debt service
- Type of financing (e.g., conventional/subsidized loan, federal or private grant, deferred payment loan, equity, sweat equity, other-specify)
- Date funded, requested and expected and enforceable financing commitments (attach copy of **commitment letters and explanation of project underwriting**)

SOURCES OF FUNDS

FUNDS AMOUNT	SOURCE	TERMS AND CONDITIONS
A.		
B.		
C.		
D.		

Notes:

Sources and Uses of Funds: <u>COMPLETE FOR CONSTRUCTION PROJECTS ONLY</u>. See instructions on page 35 before completing.

SOURCES AND USES OF FUNDS

PROJECT COSTS					
Itemized Cost	Total Cost	HOME	Source A	Source B	Source C
A. Acquisition Cost 1. Land 2. Existing Structures 3. Other					
B. Site Work 1. Site Work (not included in construction contract costs) 2. Other					
C. Construction/Rehabilitation (Construction contract costs) 1. Site Work 2. New Building 3. Rehabilitation					
D. Architectural and Engineering Fees 1. Architect Fee-Design 2. Architect Fee-Supervision 3. Consultant or Processing Agent 4. Engineering Fees 5. Other					
E. Other Owner Costs 1. Appraisal 2. Building Permits 3. Tap Fees 4. Soil Borings/Environmental Survey 5. Real Estate Attorney 6. Construction Loan Legal 7. Title and Recording 8. Other					
F. Interim Costs 1. Construction Insurance 2. Construction Interest 3. Construction Loan Origination Fee					
G. Permanent Financing Fees and Expenses 1. Credit Report 2. Permanent Loan Origination Fee 3. Title and Recording 4. Counsel's Fee					
H. Developer's Fee					
I. Project Reserves 1. Rent-Up Reserve 2. Operating Reserve					

PROJECT COSTS					
J. Tenant Relocation					
K. Project Administration/Management 1. Marketing/Management 2. Operating Expenses 3. Taxes 4. Insurance					
L. Total uses					
M. Total Sources					
N. Difference					
O. Additional Sources of Permanent Financing					
Owner's equity					
Loan:					
Loan:					
Total (compare to line L):					

Sources and Uses of Funds: FOR HOMEBUYER AND/OR HOMEOWNER REHABILITATION ONLY. Please see instructions (Page 40) before completing.

SOURCES AND USES OF FUNDS

PROJECT COSTS					
Itemized Cost	Total Cost	HOME	Source A	Source B	Source C
A. Direct Client Subsidy					
B. Hard Costs- Construction					
C. Architect/Engineering Fees					
D. Project Soft Costs 1. Appraisal 2. Building Permits 3. Tap Fees 4. Soil Borings/Environmental Survey 5. Real Estate Attorney 6. Construction Loan Legal 7. Title and Recording 8. Other					
E. Interim Costs 1. Construction Insurance 2. Construction Interest 3. Construction Loan Origination Fee					
F. Financing Fees and Expenses 1. Credit Report 2. Origination Fee 3. Title and Recording 4. Counsel's Fee					
G. Developer's Fee					
H. Project Administration/Management 1. Marketing/Management 2. Operating Expenses 3. Taxes 4. Insurance					
I. Audit Costs					
K. Staff Costs as allowable					
L. Total					

7. Calculate percent of funds leveraged: Funds used as leverage must assist in accomplishing the proposals goal and must be documented in the proposal. Assessment of other funds claimed as leveraged by the proposal may include in-kind contributions converted to cash equivalent.

Instructions on Calculating Leveraging

Leveraging will be computed by taking into account the total dollar cost of the entire project including in-kind contribution.

$$\text{Percent Leveraging} = \frac{\text{Total Non-HOME \$ X 100}}{\text{HOME \$}}$$

In computing Total Cost of the project, funding from all sources for the project must be added. This includes Federal funds, State funds, Municipal funds, contributions, private sector financing, in-kind contributions, etc.

In-Kind Contributions - are non-cash items. Non-cash items are contributions to the project, e.g., labor, office space, use of equipment, etc. that do not involve cash payments by the entity. However, a dollar value must be given to in-kind and it must be added to the cost of the project. In-kind contributions must be accounted for and included in the financial audit of the applicant.

8. Provide property and site control information

a. Applicant currently has control of site through:

_____ Fee Simple title (full control)
_____ Lease Period
_____ Ground Lease
_____ Option____Option Type _____ Option Period _____
_____ Other, describe _____

b. Provide evidence of site control (i.e., include copy of warranty deed, purchase option agreement, etc.).

Date and Type of Conveyance:

c. If site is not under applicant's control, provide time line and schedule for establishing control:

Legal Description: _____
Street Address: _____
_____
Current Owner: _____

9. Does the Project need the following:

	YES/NO	DATE EXPECTED
SITE PLAN APPROVAL	_____	_____
PLATTING/REPLATTING	_____	_____
BUILDING AND ZONING REVIEW	_____	_____
VARIANCE	_____	_____
EASMENTS/RIGHT-OF-WAY	_____	_____
WATER	_____	_____
SEWER	_____	_____

a. Does the property conform to municipal and county platting requirements? If no, describe actions and timetable which have or will be taken to correct this deficiency.

[ ] Yes, Property is adequate.
[ ] No

_____

b. Provide a lay-out of the site showing details of the site, including the locations of any existing buildings or other structures.

c. Provide a location map, showing location of the site to the surrounding area.

d. Attach current Phase 1 environmental assessment and NEPA environmental assessment checklist for projects that were done within 6 months of application as required. Provide mitigation plan if needed.

10. Project Development Schedule: complete the following checklist by indicating the actual or expected date for the following activities.

Month/Day/Year	Actual or Scheduled Activity
	Site:
_____	Acquisition
_____	Environmental Review Completed
	Local Permits:
_____	Conditional Use Permit
_____	Variance
_____	Plot Plan Review
_____	Grading Permit
_____	Building Permit
	Construction Financing:
_____	Loan Application
_____	Enforceable Commitment
_____	Closing and Disbursement
	Permanent Financing:
_____	Loan Application
_____	Enforceable Commitment
_____	Closing and Disbursement
	Other Loans and Grants:
	Type & Source:
_____	Application
_____	Closing & Award
	Type & Source:
_____	Application
_____	Closing & Award
	Type & Source:
_____	Application
_____	Closing & Award
	Construction and Occupancy:
_____	Construction Start
_____	Construction Completion
_____	Placed In Service
_____	Occupancy of All Low-Income Units

11. The Development Team and Applicant Qualifications: Please attach the qualifications of team members selected along with contact information.

a. Check which Qualifications are provided for as appropriate:

[ ] Developer, if different from the applicant
[ ] Attorney(s) and/or Accountant(s)
[ ] Architect
[ ] Management Agent/Company
[ ] Consultant (if any)
[ ] General Contractor
[ ] Syndication Firm

b. Summarize your organization's experience in affordable housing development, housing management, and/or other areas relevant to the proposed project. Also describe how your organization will implement this project?

c. Once completed, who will manage the project?

d. For non-profit agencies only: Attach copy of program policies and procedures. Provide list of current board members, staff members and job descriptions, mission statement and current operating budget.

e. List previous affordable housing projects developed by your organization (most recent projects). Provide below or as an attachment:

COMPLETED PROJECTS				
Project Name	**Location**	**Project Type**	**No. Of Units**	**Year Completed**

12. Conflict of Interest: List the names and positions of members of the Board of Directors, officers, workers, other members of the organization, or members of the development team who are elected or appointed members of a City or County Commission or Planning Advisory Board.

13. Certification: Complete the following certifications.

If this application is approved for funding, the organization agrees to comply with all the required federal, state, and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal

and in any attachments or documents included with this application.

As a duly authorized representative of the organization, I submit this application AND verify that the information included herein is true, accurate, and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, which may be amended periodically, provides that a fine or imprisonment for a period not to exceed 5 years, or both, shall be a penalty for willful misrepresentation and the making of false, fictitious or fraudulent statements, knowing the same to be false.

APPLICANT:

Signature: _____

Typed Name: _____

Title: _____

Organization: _____

Phone Number: _____

Signature: _____

Typed Name: _____

Title: _____

SUBMITTAL CHECK LIST

1. [ ] Application (executed by applicant(s))

2. [ ] Site Control (title evidence, purchase contract, etc.)

3. [ ] Current Appraisal (where application includes purchase of property, documentation that no lien exists against property)

4. [ ] Legal Survey and Site Plan

5. [ ] Sources/Uses of Funds Statement

6. [ ] Commitment Letter from additional funding sources (Commitments must be firm and include all terms and conditions proposed for financing). **Certify accuracy of project underwriting.**

7. [ ] Management Team: Resume' and Background Information regarding each member of the Development Team, i.e., Accountant, Architect, Attorney, Corporate Officers/Partners, Developer, Engineer (The background information should illustrate experience of team member regarding type of project proposed, number of like projects with which team member has been involved and completed, honors or awards.) **For CHDO's, this must include paid staff with commensurate experience.**

8. [ ] Executed Partnership Agreement.

9. [ ] Executed Incorporation Documents

10. [ ] Completed Project Cost Pro Forma

11. [ ] Completed Project Operating Budget

12. [ ] Statement that applicant will comply with auditing requirements.

13. [ ] Plans and Specifications

14. [ ] Affirmative Marketing/Fair Housing Plan

15. [ ] Statement that applicant will comply with Lead Based Paint regulations

16. [ ] Project Schedule

17. [ ] For non- profits: Mission statement, list of current board members, list of staff members and brief job descriptions, program policies and procedures, current operating budget.

CHDO APPLICATION

ATTACHMENT 2

Broward County Housing Finance and Community Redevelopment Division
CHDO Checklist

I. LEGAL STATUS

A. The nonprofit organization is organized under State or local laws, as evidenced by:
_____ **A Charter, OR**
_____ **Articles of Incorporation.**

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual
_____ **A Charter, OR**
_____ **Articles of Incorporation.**

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986 as evidenced by:
_____ **A 501(c) Certificate from the IRS.**
_____ **A group exemption letter under Section 905 form the IRS that includes the CHDO**

D. Has among its purposes the provision of decent housing that is affordable to low and moderate-income people, as evidenced by a statement in the organization's:
_____ **Charter,**
_____ **Articles of Incorporation,**
_____ **By-laws, OR**
_____ **Resolutions.**

II. CAPACITY/FINANCIAL

A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems," as evidenced by:
_____ **A notarized statement by the president or chief financial officer of the organization;**
_____ **A certification from a Certified Public Accountant; OR**
_____ **A HUD approved audit summary.**

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

_____ **Resumes and statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR**

_____ **Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization.**
and

_____ **Organizational chart**

C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

_____ **Statement that documents at least one year of experience in serving the community, OR**

_____ **For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.**

NOTE: The CHDO or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock, and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD-approved representative.

D. Audit: Does the CHDO has an annual audit? Is the most recent audit current?

_____ **Copy of the most recent year's annual audit, or, the previous fiscal year's audit if the most recent year ended within 120 days of the due date of this application.**

E. Audit findings: Were there management or compliance findings in the last two years? Are findings resolved?

_____ **No**

_____ **Yes, Copy of finding and applicable resolution actions taken.**

F. Budgeting: Does it do annual budgeting of its operations and all activities or

programs? Does it track and report budget v. actual income and expenses?

_____ Copy of Operating Budget

G. Reporting: Is financial reporting regular, current and sufficient for the board to forecast and monitor the financial status of the corporation?

_____ Copy of most current financial reports

H. Cash Flow Management: Does it know its current cash position and maintain separation of duties & safeguarding of corporate assets? Is there sufficient oversight of all financial activities?

_____ Organizational chart

I. Internal Controls: Does it have adequate internal controls to ensure separation of duties & safeguarding of corporate assets? Is there sufficient oversight of all financial activities?

_____ Description of internal control measures in place including policies, procedures and job descriptions, as relevant

J. Procurement/Conflict of Interest: Does the organization have a conflict of interest policy governing employees and development activities , particularly in procurement of contract services and the award of housing units for occupancy?

_____ Copy of Procurement/Conflict of Interest policies and procedures

K. Insurance: Does it maintain adequate insurance-liability, fidelity bond, workers comp, property hazard, & project?

_____ Copy of current insurance policies and bonding including liability, workers compensation, property hazard, etc.

L. Financial Stability: Does the current balance sheet and budget indicate sufficient funds to supports essential operations?
_____ Copy of current balance sheet and budget

M. Does the CHDO have an established fundraising program for both capital &

operational needs?

_____ **Yes**
_____ **No**

N. Portfolio Financial Condition: If it has a portfolio of properties, are they in stable physical and financial condition or are they a drain on corporate resources? Does it collect adequate management fees from the properties?

_____ **Yes**
_____ **No**

O. Liquidity: Does the organization have liquid assets available to cover current expenses? Does it have funds available for pre-development expenses or equity investments required for development?
_____ **Yes**
_____ **No**

III. ORGANIZATIONAL STRUCTURE

A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:

_____ **By-Laws,**
_____ **Charter, OR**
_____ **Articles of Incorporation.**
Under the HOME program for urban areas, the term "community" is defined as one or several neighborhoods, a city, County, or metropolitan area.

B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:

_____ **The organization's By-laws,**
_____ **Resolutions, OR**
_____ **A written statement of operating procedures approved by the governing body.**

C. A CHDO may be chartered by a State or local government, however, the State or

local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

_____ By-Laws,
_____ Charter,
_____ Articles of Incorporation,
_____ Not Applicable because this organization is not chartered by a unit of government

D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.
_____ Not Applicable because this organization is not chartered by a for profit entity.

E. If the CHDO is sponsored by a religious organization, the CHDO is a separate secular entity from the religious organization, with membership available to all persons, regardless of religion or membership criteria, as evidenced by:

_____ By-Laws,
_____ Charter,
_____ Articles of Incorporation
_____ Not Applicable because this organization is not sponsored by a religious entity.

F. Board skills: Do the CHDO board members have professional skills directly relevant to housing development? (e.g., real estate, legal, architecture, finance, management)?

_____ Resumes and statements that describe the experience of key bard members

G. Decision-making: Has the CHDO board demonstrated the ability to make timely decisions?
_____ Yes
_____ No

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. If sponsored or created by a for-profit entity, the CHDO is not controlled, nor receives directions from individuals or entities seeking
profit from the organization, as evidenced by:
_____ **The organization's By-laws,**
_____ **A Memorandum of Understanding (MOU),**
_____ **Charter, OR**
_____ **Articles of Incorporation**

B. A CHDO may be sponsored or created by a for-profit entity, however:

(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:
_____ **The for-profit organization's By-laws**

AND;

(2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:

_____ **By-Laws,**
_____ **Charter, OR**
_____ **Articles of Incorporation.**

C. Identity of Interest: Are there any identity of interest issues between the CHDO and the contractors/vendors, consultants, and professionals it uses for its CHDO projects:

_____ **Yes**
_____ **No**

V. GEOGRAPHIC AREA/COMMUNITY

A. Please list the geographic area and neighborhoods to be served. The organizations By-laws should state the area to be served. Provide a map with geographic areas highlighted for which the CHDO will be responsible.

_____ **Description and map attached.**

B. Needs: Are current plans well-grounded in an understanding of current housing

conditions, housing needs, and need for supportive services? Has it done any analyses of the local housing market and the housing needs of low-income individuals?

_____ **Yes, provide documentation of completed analysis and conclusions**
_____ **No**

C. Relations: How strong is the current reputation of the corporation as well as its relationship with the community?
_____ **Strong, provide explanation and supporting documentation as available**
_____ **Weak**

EXCERPTS FROM AN IRS LETTER
A sample of typical requests from the IRS to organizations seeking 501(c)(3) status is provided below. Although all situations are unique, this sample can help an organization more effectively plan and prepare for the process. For additional information, contact your local IRS office.

1) Submit a detailed description of all the activities of the organization -- past, present, and planned -- showing how you operate or will operate to achieve your purposes. Each activity should be separately described and the description should include as a minimum, the following:
    a. Its purpose and nature.
    b. Frequency and duration.
    c. How, when, where, and by whom it was, is, or will be conducted.
    d. The requirements a person or organization must meet in order to participate in or receive benefit from the activity.
    e. The amounts of any charges or fees and the basis for them.
    f. What the activity has accomplished or will accomplish.
    g. State what percentage of the total time and effort of the organization is devoted to carrying out each activity.

2) If the organization pays, has paid, or will pay compensation to or on behalf of persons who are officers, directors, or trustees or members of their families, or any other compensation, submit the following:
    a. The name and title or relationship of such person to whom payment has been, is being, or will be paid.
    b. The nature and/or purpose of payments (i.e., salary, wage, housing allotment, car allowance, etc.) and the amount of payment made or to be made on behalf of such person. If payments are to be made in more than one category, state each separately.
    c. A detailed description of the positions filled by and the duties and services for which compensation will be paid.

d. The amount of time each person devotes to the position (if prospective, how the payment will be affected by an upward or downward adjustment in time based on need of the organization).
e. The qualifications (training, background, experience) of such person for the position, duties, and services.
f. If any such person is employed outside the organization, the hours per week and weeks per year devoted to such outside employment.
g. Who determines compensation to be paid? What criteria is used to determine compensation?
h. How do you or will you insure that all compensation paid is "reasonable" and in return for service rendered?
i. Does the organization pay or plan to pay any of the personal living expenses of employees, directors, officers, founders, members, etc.? If so, explain in detail. Be specific.

3) Submit copies of any brochures, pamphlets, newsletters, advertisements, or other literature regarding your organization.

4) Providing housing for individuals who earn a certain percentage of an area's median income is not sufficient to establish that you are operated exclusively for charitable purposes, a prerequisite for exemption under Section 501(c)(3). Basing a determination of exempt status on a strict percentage test is generally not sufficient to confer tax-exempt status under Section 501(c)(3).

   If it appears that the organization may be engaged in assisting the poor and distressed, the organization must be able to show how it qualifies under 501(c)(3).

   If you claim to be eliminating prejudice and discrimination, submit descriptions of the existing prejudicial and discriminatory conditions that exist in the areas you are targeting for assistance and an explanation of how your activities will seek to alleviate such conditions. Be specific in your descriptions. Describe any educational or other programs you will provide to eliminate prejudice and/or discrimination.

5) If you claim to combat community deterioration, submit descriptions of the areas you will be targeting for relief. Provide evidence of the deterioration of the community. State whether any of the areas you will be targeting for assistance have been recognized as depressed by a governmental agency.
   a. Submit a copy of such determination as to the condition of the area served.
   b. Submit a description from the authorizing agency as to how that agency defines "blight."

6) State whether any of your housing recipients will earn more than 80% of the area's median income.

7) Why do you include moderate income families in your housing activities? How will this serve a charitable purpose? Discuss in detail.

8) Have you been issued an employer identification number? If so, please let us know the number that has been assigned to you.
9) Please submit any additional information you feel will help us better understand your organization.

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

REQUIRED HOME CHDO CERTIFICATION INFORMATION

BROWARD COUNTY
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISON
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
APPLICATION FOR HOME CHDO CERTIFICATION

Name of Organization: _____
Address: _____

Chairperson:/President: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____ DUNS #: _____

Date: _____

REQUIRED MATERIALS

1. Copy of most recent Annual Report submitted to the Secretary of State of Florida.

2. Copy of a list of the Board of Directors, inclusive of names, titles of officers, addresses, telephone numbers and terms of office.

3. A copy of a resolution or minutes from the governing body giving authorization to submit this CHDO certification.

4. A copy of most recent Annual Financial Statement or audit.

5. Copy of Charter or other document which reflects that the provision of decent housing is affordable to low and moderate-income persons is among it purposes.

6. Copy of the organization's by-laws.

7. Copy of the organization's IRS 501(c)(3) ruling from the IRS or (4) of the IR Code of 1986.

8. Documentation which demonstrates that the organization or parent organization has a history of at least one year of experience in serving the community within the affordable housing will be located.

9. Documentation that the organization maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low income neighborhood organizations.

10. Documentation of the organization's capacity for implementation of activities assisted with HOME funds.

11. Documentation that the organization has a formal process for low-income program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects.

12. Copy of Charter or other document which demonstrates that the organization chartered by a state or local government must apply the following restrictions: (1) the State or local government may not appoint more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-third of the board members; and (3) no more than one-third of the governing board members are public officials (including any employees of the PJ)

13. If the CHDO is sponsored or created by a for-profit entity, submitted documentation must demonstrate that the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members; and a copy of Charter or other documentation which demonstrates that the for-profit entity's primary purpose doe not include the development or management of housing must be submitted

Required Certification of Organization

I, _____, Chairperson or President of _____
_____, hereby certify that the following statements are true to the best of my knowledge.

1. Net earnings to this organization do not benefit any member, founder, contributor, or individual.

2. This organization is neither controlled by, nor under the direction of individuals or entities seeking to profit or gain from the organization.

3. This organization does not include a public body nor is it an instrumentality of a public body.

4. This organization has financial standards that conform to Attachment F of OMB Circular A110 (Rev.), "Standards for Financial Management Systems."

INSERT COLORED DIVIDER

BROWARD COUNTY
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
FY 2020/2021
EMERGENCY SOLUTIONS GRANT PROGRAM

ESG

APPLICATION PROCESS
INSTRUCTIONS

Broward County Housing Finance and Community Redevelopment Division
110 NE 3rd Street, 3rd Floor
Fort Lauderdale, FL 33301

APPLICATION - The Emergency Solutions Grant Program (ESG)

The Emergency Solutions Grant Program (ESG) provides funding to: (1) engage homeless individuals and families living on the street; **(2)** improve the number and quality of emergency shelters for homeless individuals and families; **(3)** help operate these shelters; **(4)** provide essential services to shelter residents, **(5)** rapidly re-house homeless individuals and families, and **(6)** prevent families and individuals from becoming homeless.

Program funding activities: Street outreach, emergency shelter, prevention, rapid re-housing, data collection, and administration activities. Priority shall be given to projects that are consistent with the County's Homeless Initiatives Partnership (HIP) priorities for homeless and special needs populations. These policies are as listed in Italics below:

Priority shall be given to projects that address:

1. ***Anticipated Funding Available: $69,465* Minimum of 30% of Available Funds for Homelessness Rapid Re-Housing****: Rapid Re-housing services for Broward County homeless **families (1st priority) and individuals (2nd priority)** who are literally homeless (Category 1) to move into permanent housing and achieve housing stability. The ESH Interim Rule defines eligible activities which include housing stabilization services as well as short and medium term rental assistance. Targeting households that are 30% AMI and below. Funds may be used to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible HMIS activities include but are not limited to computer hardware, technical support, salaries of operators, staff training costs, and participation fees.*

2. ***Anticipated Funding Available: $138,930* Maximum of 60% of Available Funds for Emergency Shelter Essential Services:*** *Shelter for **Youth, Families and Individual Adults** experiencing homelessness (limited to Category 1); a) shelter b) supportive services, including I.D., funds may be used for the operation of those facilities; services for the residents (including case management, child care, education, employment assistance, legal, mental health, substance abuse treatment, transportation, and services for special populations); and to pay the costs for contributing data to the HMIS designated by the Continuum of Care for the area. Eligible HMIS activities include but are not limited to computer hardware, technical support, salaries of operators, staff training costs, and participation fees.*

   *Disclaimer: Funding amount is subject to change. Amount is based on FY 2019-2020 allocation.

3. *The CoC Board recommends that eligible RRH activities be coordinated/funded through **one project sub-recipient**; and that ESG Recipients prioritize funding recommendation(s) for project proposals that utilize and/or propose to utilize ESG funds for direct housing assistance to*

maximize limited ESG dollars and to ensure mainstream and other funded services are coordinated.

Eligible Entities: Metropolitan cities, urban counties and territories may provide ESG funds to projects operated by units of general purpose local government or private nonprofit organizations.

ELIGIBILITY FOR APPLICATION

The following eligibility criteria will be used in considering ESG applications for funding of the Fund Year 2020:

1. Only eligible project activities that meet the following will be considered:

   a. Must be eligible under the definitions of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

   b. Under the HEARTH Act, must coordinate activities with the Continuum of Care process to carry out ESG eligible activities.

   c. Must demonstrate the capacity to participate in/and meet the performance and reporting requirements under the Homeless Management Information System (HMIS).

   d. Develop and implement a plan of street outreach and rehousing activities that emphasizes the objective of "housing stabilization".

   e. Goals and actions that specifically prioritize serving client populations identified as priorities.

   h. Cultivate collaboration between the recipient agency and other Broward County agencies that work with the homeless: the Broward Homeless Continuum of Care (CoC) process. To view the CoC HUD Consolidated application click here and/or to view Broward County's Annual Plan to End Homelessness visit www.broward.org/homeless.

2. Projects from service providers with at least two years' experience in successfully providing at least one of the following eligible Emergency Solutions Grant (ESG) components:

   a. Emergency Shelter priority populations; Adult and/or unaccompanied youth, 18-24 years of age, adult behavioral health consumers, and medical respite for homeless persons being discharged from hospitals who have continuing medical needs: Essential Services included in Emergency Shelter include: Engagement, Case Management, Emergency health and mental health services, transportation and services for Broward County homeless families with dependent children, unaccompanied youth, veterans and chronically homeless.

b. Rapid Re-Housing:
Rapid Re-Housing assistance to help Broward County homeless families with dependent children who are literally homeless, unaccompanied youth, veterans and chronically homeless, to move into permanent housing and achieve housing stability. Activities include housing relocation and stabilization services as well as short and medium term rental assistance. Programming similar to HPRP.

c. Homeless Management Information System (HMIS):
Data entry and timely reporting of all HUD program client recipients, Attending HMIS trainings and experience in updating data records.

MANDATORY MATCH REQUIREMENTS

The Emergency Solutions Grants (ESG) Program requires a matching grant equal to the amount of the requested funds. All Applicants must provide documentation of the cash or in-kind match with the RFP:

1. Recipients must match grant funds with an equal amount of funds from cash or the following in-kind sources: new staff or volunteer time, the donation of materials and buildings, or the value of any lease on a building.

2. Leveraging Funds: It is assumed that limited ESG funds cannot pay 100 percent of any project. Broward County highly recommends that organizations provide leveraging funds, and application will be reviewed with this aspect in mind.

Federal Program Requirements
All applicants are expected to carefully read and analyze the following requirements and corresponding citation before completing an application. Applicants selected to become sub-recipients will have to comply with the following requirements:

1. Area-wide systems coordination requirements - 24 C.F.R. §576.400
Coordination with other Targeted Homeless Services. - 24 C.F.R. §576.400 (b)
Sub-recipients 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.

System and Program Coordination with Mainstream resources - 24 C.F.R. §576.400 (c)
Sub-recipients 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. Refer to 24 C.F.R. 576.400 (b) for a list of mainstream resources to coordinate ESG activities.

Centralized or Coordinated Assessment - 24 C.F.R. §576.400 (d)

HUD is currently developing requirements for the Continuum of Care to establish a centralized or coordinated assessment system. The minimum requirements for these systems will be published in the upcoming proposed rule for the Continuum of Care program. Although this NOFA does not require ESG sub-recipients to use a centralized or coordinated assessment system, sub-recipients will be expected to use such a system once the CoC regulation is published for effect and the Continuum of Care establishes a centralized or coordinated assessment system. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system. Refer to 24 C.F.R. §576.400 (c) for more details.

2. Written Standards for Providing ESG assistance - 24 C.F.R. §576.400 (e)

Subrecipients must establish and consistently apply within the subrecipient's program, written standards for providing ESG assistance. If an applicant is awarded funds, the selected subrecipient must provide to the Department a copy of the written standards for providing ESG assistance prior to contract execution. Refer to 24 C.F.R. §576.400(d) for a discussion of the written standards. The standards must include at a minimum:

• Standard policies and procedures for evaluating individuals' and families' eligibility for ESG assistance;

• Standards for targeting for homeless persons and providing essential services related to street outreach;

• 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;

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

• 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 listed on 24 C.F.R. §576.400(b) and (c);

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

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

•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

•Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to be provided 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 may receive assistance; or the maximum number of times the program participant may receive assistance.

3. Participation in HMIS 24 C.F.R. §576.400(f)

Sub-recipients will be required to ensure that data on all persons served and all activities provided under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. Sub-recipients are required to enter into an agreement with the local HMIS Administrator for reporting.

If the sub-recipient 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 HMIS or provided to an HMIS administrator.

The comparable database must comply with all current HMIS standards including data information, security, data quality, and processing standards, as established by HUD in its latest HMIS Data Standards guide. Victim Service Providers or Legal Service Providers that are awarded ESG funds must consult with the Continuum of Care and the HMIS administrator for the continuum of care area to ensure that the comparable database uses all the HMIS standards.

4. Evaluation of Program Participant Eligibility and Needs - 24 C.F.R. §576.401

*S*ub-recipients must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability into permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under 24 C.F.R. 576.400(d) and the written standards established under 24 C.F.R. 576.400(e) and all the guidelines outlined on 24 C.F.R. 576.401(a).

Sub-recipients must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs according to the requirements outlined on 24 C.F.R. 576.401(a). Furthermore, each program participant receiving homelessness prevention or rapid-re-housing assistance is required to meet regularly with a case manager (except where prohibited by Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA)) and the assistance provider must develop an individualized plan to help that program participant retain permanent housing after the ESG

assistance ends. These requirements are intended to help ensure that the ESG-funded emergency, short-term or medium-term assistance will be effective in helping program participants regain long-term housing stability and avoid relapses into homelessness.

5. Terminating Assistance - 24 C.F.R. §576.402

If a program participant who receives ESG assistance violates program requirements, the sub-recipient may terminate the assistance in accordance with a formal process established by the sub-recipient that protects the rights of the individuals affected. Therefore, a formal process must be in place. This applies to all forms of ESG assistance. For more information, refer to the guidelines outlined on 24 C.F.R. §576.402.

6. Shelter and Housing Standards - 24 C.F.R. §576.403

Lead Based Paint Act - 24 C.F.R. §576.403(a)

Lead-based paint remediation and disclosure applies to all ESG-funded shelters and all housing occupied by ESG participants. The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C 4851-4856), and the relevant subparts of the implementing regulations at 24 C.F.R. Part 35, Subparts A, B, H, J, K, M and R apply to activities under this grant program. The sub-recipient must also comply with the Lead, Renovation, Repair, and Painting Program Final Rule, 40 C.F.R. Part 745, where applicable.

Minimum Standards for Emergency Shelters and for permanent housing 24 C.F.R. §576.403(b)&(c)

Emergency shelters that receive assistance for shelter operations are required to meet habitability standards. If ESG funds are used to help a program participant remain in or move into permanent housing, that housing must also meet habitability standards. The minimum standard for emergency shelters and permanent housing include standards for structure and material, access, space and security, interior air quality, water supply, sanitary facilities, thermal environment, illumination and electricity, food preparation, sanitary conditions and fire safety. Shelters renovated with ESG funds are also required to meet state or local government safety and sanitation-standards as applicable, and use energy-efficient materials including Energy Star and WaterSense products and appliances. Refer to 24 C.F.R. **§**576.403 for details on the housing standards.

Access

Shelters receiving ESG funds must also meet the accessibility standards under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), The Fair Housing Act (42 U.S.C. 3601 et seq.) and Titles II and III of the Americans with Disabilities Act (42 U.S.C. §§ 12131-12189; 47 U.S.C. 155, 201, 218 and 255).

A sub-recipient shall operate each program or activity so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. Sub-recipients are also required to provide reasonable accommodations for persons with disabilities in order to enable program participants with a disability to have an equal opportunity to participate in the program or activity. Sub-recipients that undertake alterations to shelters may be subject to additional accessibility requirements in accordance with 24 C.F.R. Part 8. In certain instances, sub-recipients undertaking alterations may be required to ensure that 5 percent of the total sleeping areas, such as 5 percent (or at least one) of the sleeping rooms where a number of sleeping rooms are provided, and 5 percent (or at least one) of the total number of sleeping areas, such as beds, where a number of beds are provided in a room, are accessible for persons with mobility impairments and that an additional 2 percent of the total individual sleeping areas are accessible for persons with visual impairments. The 2010 Americans with Disabilities Act Standards apply and require an additional level of accessibility in certain shelters.

7. Conflicts of Interest - 24 C.F.R. §576.404

Sub-recipients will be expected to follow the conflict of interest standards outlined in 24 C.F.R. **§**576.404 related to the provision of ESG assistance, and procurement of goods and services. All contractors of the sub-recipient must comply with these same requirements.

8. Homeless Participation - 24 C.F.R. §576.405

Sub-recipients must comply with 24 C.F.R. §576.405, paragraphs (a)(b) and (c).

9. Faith-Based Activities 24 C.F.R. §576.406

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. The County will not discriminate against an organization on the basis of the organization's religious character or affiliation.

Organizations that are directly funded under the ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

Any religious organization that receives ESG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use direct ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide ESG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an ESG-funded religious organization retains its authority over its internal governance, and the organization

may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

An organization that receives ESG funds shall not, in providing ESG assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief. When using ESG fund for the rehabilitation of structures, faith-based organizations will be expected to follow the guidelines outlined on 24 C.F.R. §576.406.

10. Economic Opportunities for Low and Very-Low Income

To the extent that any housing assistance funded through this NOFA is used for housing rehabilitation or housing construction or other public construction, then it is subject to Section 3 of the Housing and Urban Development Act of 1968, and the implementing regulations at 24 C.F.R. Part135. Section 3 requires that employment, training, and contracting opportunities generated by certain HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities for these persons.

The requirements in 24 C.F.R. Part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 C.F.R. 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. § 1701u, and implementing regulations at 24 C.F.R. Part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with 24 C.F.R. §576.405(c).

11. Affirmative Outreach - 24 C.F.R. §576.407(b)

Sub-recipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis and must take appropriate steps to ensure effective communication with persons with disabilities. Sub-recipients must follow the requirements outlined in 24 C.F.R. §576.407(b).

12. Improving Access to Services for Persons with Limited English Proficiency (LEP) - 24 C.F.R. §576.407(b)

Executive Order 13166 seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. Organizations obtaining ESG funds shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals, regardless of language spoken. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Sub-recipients must follow the requirements outlined on 24 C.F.R. §576.407(b). HUD published Final Guidance to Federal Financial Assistance Requirements Regarding Title VI Prohibition Against National Origin

Discrimination Affecting Limited English Proficient Persons in the Federal Register on January 22, 2007 (72 F.R. 2732).

13. Uniform Administrative Requirements - 24 C.F.R. §576.407(c)

The requirements of 2 C.F.R. Part 200 apply to sub-recipients and: Program income may be used as matching contributions, subject to the requirements in §576.201; the disposition of real property for which ESG funds are used for major rehabilitation, conversion, or other renovation under §576.102 is governed by the minimum period of use requirements under §576.102(c).

14. Environmental Review Responsibilities - 24 C.F.R. 576.407(d)

Activities are subject to environmental review by HUD under 24 C.F.R. Part 50. The sub-recipient shall supply all available, relevant information necessary for HUD to perform for each property any environmental review required by 24 C.F.R. Part 50. The sub-recipient also shall carry out mitigating measures required by HUD or select alternate eligible property. HUD may eliminate from consideration any application that would require an Environmental Impact Statement (EIS).

Sub-recipients, or any contractor of the sub-recipient, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project under this part, or commit or expend HUD or local funds for eligible activities under this part, until HUD has performed an environmental review under 24 C.F.R. Part 50 and the sub-recipient has received HUD approval of the property.

15. Procurement of Recovered Materials - 24 C.F.R. §576.407(f)

Sub-recipients and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired in the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

16. Displacement, Relocation, and Acquisition 24 C.F.R. 576.408

Consistent with the other goals and objectives of Emergency Solutions Grant (ESG), the sub-recipient must assure that it has taken all reasonable steps to minimize the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of a project assisted under Emergency Solutions Grant (ESG). Sub-recipients must follow the requirements in 24 C.F.R. 576.408 related to temporary relocation (not permitted), relocation assistance for displaced persons and real property acquisition requirements, and appeals, and the requirements identified in the Department's Consolidated Plan. For more information, see the Uniform Relocation Assistance and Real Property Acquisition

Policies Act of 1970 (42 U.S.C. § 4601 – 4655) (URA), its implementing regulations at 49 C.F.R .Part 24, Subpart B, and HUD Handbook 1378.

17. Recordkeeping and Reporting Requirements - 24 C.F.R. 576.500

Sub-recipients will be required to show compliance with the program's regulations through the appropriate records, including documentation of homeless status, at risk of homelessness status and the program's participant's income. The sub-recipient must have policies and procedures to ensure the requirements outlined in 24 C.F.R. 576.500 are met. In addition, sufficient records must be established and maintained for a minimum of five years to enable the Department and HUD to determine whether ESG requirements are met.

18. Matching Requirements 24 C.F.R. 576.201

ESG sub-recipients must match their award amount with an equal or greater amount of resources from other than ESG funds. ESG applicant organizations must demonstrate access to resources that may be used as match after the start date of the grant award. Matching funds used for this ESG project may not be used to match any other project or grant.

<u>Eligible Sources of Matching</u>

Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:

The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.

- If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements 24 C.F.R. §576.201

Recognition of Matching Contributions

- In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD, except for the expenditure limits in 24 C.F.R. §576.100.
- The matching contributions must be provided after the date of the grant award.
- To count toward the required match for the Sub-recipient's fiscal year grant, cash contributions must be expended within the expenditure deadline in 24 C.F.R. §576.203, and noncash contributions must be made within the expenditure deadline in 24 C.F.R. 576.203.
- Contributions used to match a previous ESGP or ESG grant may not be used to match a subsequent ESG grant.

• Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.

Eligible types of Matching Contributions

The matching requirement may be met by one or both of the following:

a) Cash Contributions: Cash expended for allowable costs, as defined in OMB Circulars A–87 (2 C.F.R. Part 225) and A–122 (2 C.F.R. Part 230), of the sub-recipient. Examples of cash contributions include private donations or grants from foundations, nonprofits, or local, state, and federal sources. A single grant may serve as the required match.

b) Non-cash contributions. The value of any real property, equipment, goods, or services contributed to the Sub-recipient's ESG program, provided that if the sub-recipient had to pay for them with grant funds, the costs would have been allowable.

Calculating the amount of noncash contributions.

Some non-cash contributions are real property, equipment, goods, or services that, if the recipient or sub-recipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or sub-recipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

Costs paid by program income.
Costs paid by program income received during the grant period shall count toward meeting the Sub-recipient's matching requirements, provided the costs are eligible ESG costs that supplement the Sub-recipient's ESG program.

19. Applicability of OMB Circulars – Sub-recipients must follow the policies, guidelines and requirements established in the following OMB circulars:

For Local Governments
• 2 C.F.R. part 225 (OMB Circular A-87): Cost Principles for State, Local and Indian Tribal Governments
• OMB Circular A-102, Common Rule: Uniform Administrative Requirements for Grants and Agreements to State and Local Governments
• OMB Circular A-133: Audits of States, Local Governments and Non-Profit Organizations

For Non-Profits
• 2 C.F.R Part 215 (OMB Circular A-110: Uniform Administrative Requirements for Grants and Agreements)
• 2 C.F.R Part 230 (OMB Circular A-122): Cost Principles for Non-Profits Organizations

• OMB Circular A-133: Audits of States, Local Governments and Non-Profit Organizations

20. Single Audit Requirement - OMB Circular A-133

An applicant organization that spends more than $750,000 in *federal or state funds* during its fiscal year must have a single audit conducted for that year. If a single audit is required for an organization, a portion of the audit cost may be included in the proposed ESG budget.

An applicant organization that *does not exceed* the $750,000 federal or state fund expenditure threshold is exempt from the single audit requirements. In this case, audit costs may **not** be included in the proposed ESG budget.

An applicant organization must include its most recent complete audit report and if applicable, a management letter as part of the financial documentation for this application. If your agency is not required to have a single audit performed, the application must include the end-of-the-year financial statements (balance sheet, income statement, and statement of cash flow). For details on financial attachments to include as part of the application, follow instructions in the Application document.

21. Financial Accountability 2 C.F.R. Part 215 (Non-Profits) & OMB Circular A-102 (Local Governments)

Selected awardees will be expected to have a functioning accounting system that provides for each of the following:

• Accurate, current, and complete disclosure of the financial results of each federally sponsored project;
• Records that identify adequately the source and application of funds for federally sponsored activities;
• Effective control over and accountability for all funds, property, and other assets;
• Comparison of outlays with budget amounts;
• Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the use of the funds for program purposes;
• Written procedures for determining the reasonableness, allocability, and allowability of costs;
• Accounting records, including cost accounting records, which are supported by source documentation.

22. Program Income 24 C.F.R §576.2

Program income is defined in 24 CFR 576.2. Program income includes any amount of a security or utility deposit returned to the recipient or sub-recipient. Any program income, including but not limited to any amount of a security or utility deposit returned to sub-recipient that is received after the end of the contract period must be returned to the Department. Sub-recipients utilizing ESG funds for security or utility deposits must have an agreement with the vendor that states that

the deposits will be refunded to the sub-recipient and not the applicant. Program income received during the contract period must be applied as match.

Should your organization meet the above criteria thresholds; use the attached application.

BROWARD COUNTY
HOUSING FINANCE AND COMMUNITY REDEVELOPMENT DIVISION
NONPROFIT CERTIFICATION REQUIREMENTS

1. Copy of Charter

2. Copy of Annual Report submitted to the Secretary of State

3. By-Laws

4. Roster (with addresses) showing attendance and minutes of community neighborhood advisory board meetings, if applicable, demonstrating citizen input to the board(s) regarding proposals.

5. Status of resolution of negative audit findings and other complaints regarding operations and funding.

6. Current roster of the board of directors (include names, titles of officers, addresses, telephone numbers and terms of office).

7. A copy of resolution or minutes from the governing body giving authorization to submit proposal(s).

8. IRS 501(c) (3) letter or date of application.

9. Annual Financial Statement or most recent audit.

10. Copy of most recent tax return.

11. Copies of meeting or hearing notices which verify efforts to invite citizens input (to include points of distribution). Verification of consideration of citizens input in final decisions by governing body.

12. Verification of other efforts which provides information to citizens, i.e., church meetings, fliers, business contracts, or other appropriate correspondence.

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
EMERGENCY SOLUTIONS GRANTS PROGRAM APPLICATION

Complete the following sections. **Submit one application for each project.** Attach additional pages as needed

EMERGENCY SOLUTIONS GRANT PROGRAM (ESG) SUMMARY

Category	Budget
Cash	
In-Kind	
Other Grants	
ESG Request	
TOTAL	

PROGRAM ACTIVITIES:

Rapid Re-housing ( )

Street Outreach* ( )

Emergency Shelter ( )

( )
Special Needs ( )

TARGET POPULATION

Prevention* ( )

Families ( )

On-Street ( )

Medium and Short-term ( )

Female ( )

Individual Males

1. Applicant Organization Name: _____
   Address: _____
   Telephone:_____FAX: _____

2. Contact Person: _____
   Title:_____
   Address:_____
   Telephone #:_____FAX #:_____

3.	Project Name:
4.	ESG Program Funds Requested: $

4. Project Goals: Provide specific project goals and quantitative objectives. Quantitative objectives should specifically state who, what, where and how many. Scope of services demonstrates activities involved in implementing the project while project continuation and maintenance relates to the whether or not this will be an ongoing activity after funding ends.

   a. Describe how quantitative goals and objectives will benefit homeless persons in ESG priority categories as determined by the Homeless Initiatives Partnership Committee (HIP). These priorities were as listed in Italics below:

      1. *Emergency Shelter for* ***Youth, Families and Individual Adults*** *experiencing homelessness (limited to Category 1); a) shelter b) supportive services*

      2. *Rapid Re-housing Services for Broward County homeless* ***families (1st priority) and individuals (2nd priority)*** *who are literally homeless (Category 1)*

   b. Describe how the project will link with other homeless continuum of care providers. Examples of linkages are:

      1. The feeding program will place a minimum number of clients in the Emergency Shelter treatment program annually.
      2. The service provider emergency shelter will accept a minimum number of clients from the Outreach program.
      3. The service provider will agree to participate in the Broward Continuum of Care.

   c. Detailed Scope of Services: Explain the planned outcomes.

   d. Project Continuation and Maintenance: Indicate what organization is responsible for maintenance of the project after completion. (Attach letters or verification).

6. Applicant's Management Capability: Briefly describe the capacity of your organization to undertake the proposed project. Discuss prior experience in the administration of Federal funds and list existing funding agreements.

   a. Discuss experience in the administration of Federal funds and general management capacity, include other Broward County Department of

Human Services programs and completion of the outcome requirements.

b. Provide a list of most recent grants with Broward County or other organizations. Several grants from the same agency are acceptable.

First Agency Name and Project Name

Name		Funding Amount	
Contract Period		Balance of funds unspent	

Second Agency Name and Project Name

Name		Funding Amount	
Contract Period		Balance of funds unspent	

Third Agency Name and Project Name

Name		Funding Amount	
Contract Period		Balance of funds unspent	

7. Description: Describe the outcome(s) of the project. Outcome (s) should reflect HEARTH Act goals of rapidly moving households to permanent housing: and reducing returns to homelessness. Description should include time frame for start-up and completion, street location of the service and census tract(s). Describe the service area.

a. Project Description: For emergency shelter housing or continuum of care service providers, please show the number of new beds, new services, and describe linkages with other continuum of care providers. *Essential Services* include services associated with employment, health, drug abuse and education.

b. Time Frame: What is the time frame for start-up and completion after notification of funding award?

c. Street Location: Attach map identifying project location. Please provide a current Phase 1- Environmental Assessment and NEPA Environmental Assessment Checklist done at least six months prior to application for renovation projects.

d. Census Tract(s): Consult census maps for the census tract location of this project.

e. OUTCOMES/OUTCOME RESULTS: The overall goal of the rapid Re-housing funding is to reduce the amount of time the homeless clients spend in places not meant for human habitation, in shelters, and in transitional housing to prevent individuals from continuing homelessness when they are discharged from institutions and to rapidly move them into permanent housing. With this in mind, please list relevant outcomes in the table, how your organization plans to measure and track those outcomes, and provide one example of outcome achievement with a similar project.

What percentage of each target population will be housed in permanent housing within the following specified date ranges				
	Total households assisted	**% housed under 30 days after engagement**	**% housed 30-60 days after engagement**	**% housed over 60 days after engagement**
Assisted in emergency shelter		___%	___%	___%
Assisted coming from places not meant for habitation		___%	___%	___%
Assisted discharging from institutions		___%	___%	___%
Youth assisted exiting transitional housing or facilities		___%	___%	___%
*Outcomes above will be pulled from HMIS for the subrecipient. The date of every household "engaged" and the date of first financial assistance provided in permanent housing will be recorded in HMIS. The information will be used to analyze the length of time it takes to rapidly house the various target populations.				

8. Budget Table Instructions: Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project.

   a. Budget Table: For each expenditure category in the left hand column enter the proposed amount necessary to complete this project under the column for the source of funding. Enter the source of funding in the appropriate column and line. Administrative expenses are not eligible. Items listed below are only eligible as direct services.

Category	ESG	Non ESG	Non ESG	TOTAL All Sources
Personnel				
Benefits				
Travel				
Training				
Equipment				
Supplies				
Contractual				
Renovation agreements with outside vendors or agencies				
Other				
Totals				

9. Budget Narrative Instructions: The budget narrative statement should provide a detailed explanation for each cost category shown in the Budget Table on this page. The budget narrative should identify non-ESG resources to be utilized in financing the project. Also, specify the costs for which ESG funding is being requested and the costs to be covered by non-ESG resources. Additional pages can be added, if necessary.

10. Describe and calculate Leveraging: Describe and attach supporting documentation including letter of commitment, resolutions, minutes of meetings, etc. providing the specific resources the applicant will commit to the project identified in columns 2 and 3 (ESG and non-ESG) of the Budget Table on page 5. Include and identify in-kind contributions, sweat equity and other resources.

    a. Provide documentation as an attachment and summarize below.

    b. Instructions on calculating leveraging

    Leveraging will be computed by taking into account the total dollar cost of the entire project including in-kind contribution.

    $$\text{Percent Leveraging} = \frac{\text{Total Non-ESG Funds \$ X 100}}{\text{Total ESG \$}}$$

    In computing Total Cost of the project, funding from all sources for the project must be added. This includes Federal funds, State funds, contributions, private sector financing, in-kind contributions, etc. In-Kind Contributions are non-cash items. Non-cash items are contributions to the project, e.g., labor, office space, use of equipment, etc. that do not involve cash payments by the entity. However, a dollar value must be given to in-kind and it must be added to the cost of the project. In-kind contributions must be accounted for and included in the financial audit of the funded entity.

    Calculations:

11. The project generally reflects adopted plans, goals, objectives and policies.

a. Project is consistent with Broward County Consolidated Plan. Cite Consolidated Plan priority it will address:

b. Project is consistent with Local Government Plans and Zoning: Please include letters from municipality or County government where the project is located, stating consistency with county or municipal comprehensive plans.

c. Is the land use appropriate for a project of this type pursuant to applicable zoning regulations and the zoning ordinance?

Yes [ ] Attach municipal or County verification of zoning and adopted future land use plan designation for the site

No [ ] plan of action to achieve zoning district change.

d. Plat Approval: Does your project require platting or a plat note amendment? Yes [ ] No [ ]

If yes, attach platting requirements and time table for completion.

Provide Plat Name, Plat Book Number and Plat Page Number

12. Real Property and Relocation Policy:

a. Real property: Does the proposed project require the acquisition, subordination or leasing of real property?

Yes [ ] Provide a legal description, including street address and the property owner's name. *Consult staff before acquiring real property to follow the Uniform Acquisition Procedures.*

No [ ] No property is to be acquired

b. Relocation: Does the proposed project necessitate the relocation of homeowners, tenants or commercial establishments.

Yes [ ] Outline the proposed relocation plan and show source of funds on Page 15 for the budget table and narrative.

No [ ]

13. Certification: Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to the Broward County Housing Finance and Community Development Division and verify that the information herein is true, accurate and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, which may be amended periodically, provides that a fine or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious, or fraudulent statement, knowing same to be false.

Name of Organization:

Type of Organization: [ ] Non-Profit [ ] For Profit
[ ] Municipal [ ] Quasi-public
[ ] Other specify

(Signature) (Title) (Date)

INSERT COLORED DIVIDER

EVALUATION TOOL ATTACHMENTS

CDBG Evaluation Tool and Scoring Matrix

PROJECT DESCRIPTION:

1. Has the applicant provided a detailed and specific description of the project, the target population, the expected outcome, and the project's location and boundaries?
    a. No. (Low Score)
    b. The applicant has provided a detailed but incomplete or unclear description. (Medium Score)
    c. Yes. (High Score)

2. Does the project's target population provide for a reasonable client base?
    a. The connection between the target population and the required client base for the project is weak – it is unlikely that the target population will provide sufficient client base for the project. (Low Score)
    b. The connection between the target population and the required client base for the project is adequate – it is reasonably likely that the target population will provide a sufficient client base for the project. (Medium Score)
    c. The connection between the target population and the required client base for the project is strong – it is likely that the target population will provide an extensive client base for the project. (High Score)

3. Are the expected outcomes in the project clearly defined and quantifiable?
    a. The deliverables for the project are vaguely defined and are not quantifiable. (Low Score)
    b. The expected outcomes for the project are adequately defined and are quantifiable within reasonable limits. (Medium Score)
    c. The expected outcomes for the project are defined in a clear and thoughtful manner and are distinctly quantifiable. (High Score)

4. Has the applicant provided a detailed and structured methodology for the development of the project?
    a. The methodology provided by the applicant does not adequately address the expected needs of the project. (Low Score)
    b. The methodology provided by the applicant presents an adequate plan for addressing the expected needs of the project. (Medium Score)
    c. The methodology provided by the applicant presents an excellent plan for addressing the expected needs of the project. (High Score)

APPLICANT CAPACITY:

5. Does the applicant possess the organizational capacity OR the relevant experience to successfully complete the project?
    a. The applicant's organizational capacity and history indicates an insufficient ability to successfully complete the project AND the applicant's relevant experience and

performance with previous projects are not indicative of a distinguished ability to successfully complete the Project. (Low Score)

b. The applicant's organizational capacity and history indicates a reasonable ability to successfully complete the project OR the applicant's previous project experience and past performance indicates an adequate ability to successfully complete the project. (Medium Score)
c. The applicant's organizational capacity and history indicate a strong ability to successfully complete the project OR the applicant's previous project experience and past performance indicate a strong ability to successfully complete the project. (High Score)

6. Does the applicant have the necessary level of technical skills and programmatic knowledge to successfully complete the project?
    a. The applicant does not demonstrate skill in the required program and technical areas. (Low Score)
    b. The applicant demonstrates some skill in the required program and technical areas. (Medium Score)
    c. The applicant is highly skilled in the required program and technical areas. (High Score)

7. Does the applicant have the necessary procedures in place to manage the requested funding appropriately?
    a. The applicant's relevant fiscal management experience for the proposed project is minimal (less than one year) or none. (Low Score)
    b. The applicant's relevant fiscal management experience for the proposed project is adequate (1 to less than 4 years). (Medium Score)
    c. The applicant's relevant fiscal management experience for the proposed project is excellent (4 years or more). (High Score)

8. Is the Project likely to be completed within 12 months of the contract execution date?
    a. The project is unlikely to be completed within the given timeframe. (Low Score)
    b. The project is reasonably likely to be completed within the given timeframe. (Medium Score)
    c. The project is highly likely to be completed within the given timeframe. (High Score)

CONSISTENCY

9. Is the Project consistent with the Consolidated Plan and are Consolidated Plan priorities been identified?
    a. The project is not consistent with the Consolidated Plan OR the identified priorities. (Low Score)
    b. The project is consistent with the Consolidated Plan AND the identified priorities. (High Score)

10. Is the Project consistent with the national objectives as set by HUD?
    a. The project is not consistent with the national objectives as set by HUD. (Low Score)
    b. The project is consistent with the national objectives as set by HUD. (High Score)

11. Is the Project consistent with local zoning and comprehensive plans? Please provide documentation relating to the comprehensive plan including which City the plan is for and a copy of the relevant page.
    a. The project is little or not at all in line with the local zoning and comprehensive plans. (Low Score)
    b. The project is somewhat in line with the local zoning and comprehensive plans. (Medium Score)
    c. The project is fully in line with the local zoning and comprehensive plans. (High Score)

FISCAL SOUNDNESS

12. Did applicant identify additional funding that provides project leveraging?
    a. Low additional funding amount. (Low Score)
    b. High additional funding amount.. (High Score)

GENERAL

13. What is the overall quality and level of clarity of the program design?
    a. Low. (Low Score)
    b. Average. (Medium Score)
    c. High. (High Score)

CDBG
SCORING MATRIX

For each question, the applicable score for options (a.), (b.), or (c.) is multiplied by a weighted multiplier. The maximum possible number of points is 130. The minimum possible number of points is 46.

Question	Score of Option A	Score for Option B	Score for Option C	Multiplier	Total Points
1	1	2	3	x4	
2	1	2	3	x2	
3	1	2	3	x4	
4	1	2	3	x3	
5	1	2	3	x4	
6	1	2	3	x4	
7	1	2	3	x4	
8	1	2	3	x4	
9	1	2		x4	
10	1	2		x4	
11	1	2	3	x3	
12	1	3		x3	
13	1	2	3	x3	
				TOTAL:	

HOME Evaluation Tool and Scoring Matrix

PROJECT DESCRIPTION

1. Has the applicant provided a detailed and specific description of the project, the project location or the planned use of HOME funds?
    a. No. (Low Score)
    b. The applicant has provided a detailed but incomplete or unclear description. (Medium Score)
    c. Yes. (High Score)

2. Have the number of HOME assisted units been calculated correctly?
    a. No. (Low Score)
    b. Yes. (High Score)

3. Is the marketing program comprehensive enough to ensure compliance with Fair Housing requirements?
    a. Low or none. (Low Score)
    b. Average. (Medium Score)
    c. High. (High Score)

4. Can either HOME assisted rental units be occupied within 18 months or new construction sale units be sold and occupied by eligible households within 6 months?
    a. Applicant has vaguely defined how outcome can be met and answer is not quantifiable. (Low Score)
    b. Expected outcomes are adequately defined and quantifiable within reasonable limits. (Medium Score)
    c. Expected outcomes are defined in a clear and concise manner. (High Score)

5. Is there a housing market analysis included with the application that projects a reasonable client base for target population?
    a. The connection between the target population and the required client base for the project is weak – it is unlikely that the target population will provide sufficient client base for the project. (Low Score)
    b. The connection between the target population and the required client base for the project is adequate – it is probable that the target population will provide a sufficient client base for the project. (Medium Score)
    c. The connection between the target population and the required client base for the project is strong – it is very likely that the target population will provide an extensive client base for the project. (High Score)

6. Has the applicant provided a detailed and structured methodology for the development of the project?
    a. The methodology provided by the applicant does not adequately address the expected outcome of the project. (Low Score)
    b. The methodology provided by the applicant presents an adequate plan for achieving the expected outcome of the project. (Medium Score)

c. The methodology provided by the applicant presents an excellent plan for addressing the expected outcome of the project. (High Score)

APPLICANT CAPACITY

7. Does the applicant possess the organizational capacity OR the relevant experience to successfully complete the project? (Include in your consideration the list of previously completed projects.)
    a. The applicant's organizational capacity and history indicates an insufficient ability to successfully complete the project AND the applicant's relevant experience and performance with previous projects are not indicative that it has the ability to successfully complete the project. (Low Score)
    b. The applicant's organizational capacity and history indicates a reasonable expectation that it can successfully complete the project OR the applicant's previous project experience and past performance indicates only an adequate ability to successfully complete the Project. (Medium Score)
    c. The applicant's organizational capacity and history indicates a strong probability that it has the ability to successfully complete the project OR the applicant's previous project experience and past performance indicates a strong ability to successfully complete the project. (High Score)

8. Does the applicant have the necessary level of technical skills and programmatic knowledge to successfully complete the project? (Include in your consideration the list of qualifications of the development team.)
    a. The applicant does not demonstrate skill in the required program and technical areas. (Low Score)
    b. The applicant demonstrates some skill in the required program and technical areas. (Medium Score)
    c. The applicant is highly skilled in the required program and technical areas. (High Score)

9. Does the applicant have the necessary procedures in place to manage the requested funding appropriately?
    a. The applicant's relevant fiscal management experience for the proposed project is minimal (less than one year) or none. (Low Score)
    b. The applicant's relevant fiscal management experience for the proposed Project is adequate (1 to less than 4 years). (Medium Score)
    c. The applicant's relevant fiscal management experience for the proposed project is excellent (4 years or more). (High Score)

10. Is the project likely to be completed within 12 months of the contract execution date? (Include in your consideration the quality and credibility of the development / construction timeline.)
    a. The project is unlikely to be completed within the given timeframe. (Low Score)
    b. The project is reasonably likely to be completed within the given timeframe. (Medium Score)
    c. The project is highly likely to be completed within a 12 month timeframe. (High Score)

CONSISTENCY

11. Does the applicant show evidence of site control and a Phase I Environmental Assessment and NEPA checklist?
    a. No and the applicant does not have a credible plan for obtaining it. (Low Score)
    b. Yes. (High Score)

12. Is the project feasible and consistent with the Consolidated Plan, Comprehensive Plan and local zoning?
    a. The project is not feasible and consistent with the Consolidated Plan, Comprehensive Plan and local zoning. (Low Score)
    b. The Project is feasible and consistent with the Consolidated Plan, Comprehensive Plan and local zoning. (High Score)

FINANCE

13. Is the Operating Pro Forma Statement (Item #10) feasible and logically sound?
    a. The Operating Pro Forma Statement is illogical, inconsistent or infeasible. (Low Score)
    b. The Operating Pro Forma Statement appears adequate and does not exhibit any clear deficiencies. (Medium Score)
    c. The Operating Pro Forma Statement is logically sound and feasible. (High Score)

14. What is the cost per square foot?
    a. Cost per square foot appears high. Base sales price or monthly rental rates appear high. (Low Score)
    b. Cost per square foot appears reasonable to high. Base sales price or monthly rental rate appears reasonable to high. (Medium Score)
    c. Cost per square foot appears reasonable to very reasonable. Base sales price or monthly rental rate appears reasonable to very reasonable. (High Score)

15. Does the affordability period exceed the term of the payback plan?
    a. No. (Low Score)
    b. Yes. (High Score)

16. Has the applicant included documentation of current financial commitment?
    a. No. (Low Score)
    b. Yes. (High Score)

17. Is the overall quality of the development budget justified by sound underwriting?
    a. The development budget has not been included or does not balance with the pro forma statement and the sources and uses table. (Low Score)
    b. The development budget approximately balances with the pro forma statement and the sources and uses table. (Medium Score)
    c. The development budget is in exact balance with the pro forma statement and the sources and uses table. (High Score)

HOME
SCORING MATRIX

For each question, the applicable score for options (a.), (b.), or (c.) is multiplied by a weighted multiplier. The maximum possible number of points is 178. The minimum possible number of points is 61.

Question	Score of Option A	Score for Option B	Score for Option C	Weighted Multiplier	Total Points
1	1	2	3	x3	
2	1	3		x4	
3	1	2	3	x3	
4	1	2	3	x4	
5	1	2	3	x3	
6	1	2	3	x4	
7	1	2	3	x4	
8	1	2	3	x4	
9	1	2	3	x4	
10	1	2	4	x3	
11	1	2		x4	
12	1	2		x4	
13	1	2	3	x4	
14	1	2	3	x2	
15	1	3		x4	
16	1	3		x4	
17	1	2	3	x3	
				TOTAL:	

ESG Evaluation Tool and Scoring Matrix

PROJECT DESCRIPTION

1. Has the applicant provided a detailed description of the proposed project, a target population, an expected outcome, and of the location and boundaries of the project?
    a. No. (Low Score)
    b. The applicant has provided a detailed but incomplete or unclear description. (Medium Score)
    c. Yes. (High Score)

2. Has applicant effectively described agency's linkage with the continuum of care?
    a. The linkage is poorly demonstrated or not at all. (Low Score)
    b. The linkage is adequately demonstrated. (Medium Score)
    c. The linkage is excellently demonstrated. (High Score)

3. Does the target population for the project reflect the HIP priorities stated in ESG application?
    a. The connection between the target population and the required client base for the project is weak – it is unlikely that the target population will provide sufficient client base for the project. (Low Score)
    b. The connection between the target population and the required client base for the project is adequate – it is reasonably likely that the target population will provide a sufficient client base for the Project. (Medium Score)
    c. The connection between the target population and the required client base for the project is strong – it is likely that the target population will provide an extensive client base for the project. (High Score)

4. Are the expected outcomes for the project clearly defined and quantifiable?
    a. The expected outcomes for the project are vaguely defined and are not quantifiable. (Low Score)
    b. The expected outcomes for the project are adequately defined and are quantifiable within reasonable limits. (Medium Score)
    c. The expected outcomes for the project are defined in a clear and thoughtful manner and are distinctly quantifiable. (High Score)

5. Has the applicant provided a detailed and structured methodology for meeting HIP priorities for the project?
    a. The methodology provided by the applicant does not adequately address the expected needs of the project. (Low Score)
    b. The methodology provided by the applicant presents an adequate plan for addressing the expected needs of the project. (Medium Score)
    c. The methodology provided by the applicant presents an excellent plan for addressing the expected needs of the project. (High Score)

APPLICANT CAPACITY

6. Does the applicant possess the organizational capacity OR the relevant paid staff experience to successfully complete the project?
    d. The applicant's organizational capacity and history indicates an insufficient ability to successfully complete the project AND the applicant's relevant experience and performance with previous projects are not indicative of a distinguished ability to successfully complete the Project. (Low Score)
    e. The applicant's organizational capacity and history indicates a reasonable ability to successfully complete the project OR the applicant's previous project experience and past performance indicates an adequate ability to successfully complete the project. (Medium Score)
    f. The applicant's organizational capacity and history indicates a strong ability to successfully complete the project OR the applicant's previous project experience and past performance indicates a strong ability to successfully complete the project. (High Score)

7. Does the applicant have the necessary level of technical skills and programmatic knowledge to successfully complete the project?
    a. The applicant does not demonstrate skill in the required program and technical areas. (Low Score)
    b. The applicant demonstrates some skill in the required program and technical areas. (Medium Score)
    c. The applicant is highly skilled in the required program and technical areas. (High Score)

8. Does the applicant have the necessary procedures in place to manage the requested funding appropriately?
    a. The applicant's relevant fiscal management experience for the proposed project is minimal (less than one year) or none. (Low Score)
    b. The applicant's relevant fiscal management experience for the proposed Project is adequate (1 to less than 4 years). (Medium Score)
    c. The applicant's relevant fiscal management experience for the proposed Project is excellent (4 years or more). (High Score)

9. Is the Project likely to be completed within 12 months of the contract execution date?
    a. The project is unlikely to be completed within the given timeframe. (Low Score)
    b. The project is reasonably likely to be completed within the given timeframe. (Medium Score)
    c. The project is highly likely to be completed within the given timeframe. (High Score)

CONSISTENCY

10. Is the Project consistent with the Consolidated Plan?
    a. The project is not consistent with the Consolidated Plan. (Low Score)
    b. The project is consistent with the Consolidated Plan. (High Score)

11. Is the Project consistent with the County Homeless Initiatives priorities?
    a. The project is little or not at all in line with the County Homeless Initiatives priorities. (Low Score)
    b. The project is somewhat in line with the County Homeless Initiatives priorities. (Medium Score)
    c. The project is fully in line with the County Homeless Initiatives priorities. (High Score)

12. Is the Project consistent with local zoning and comprehensive plans?
    a. The project is little or not at all in line with the local zoning and comprehensive plans. (Low Score)
    b. The project is somewhat in line with the local zoning and comprehensive plans. (Medium Score)
    c. The project is fully in line with the local zoning and comprehensive plans. (High Score)

FISCAL SOUNDNESS

13. Have leveraging costs been calculated effectively?
    a. No. (Low Score)
    b. Yes. (High Score)

GENERAL

14. Was the intent of the program design clear and concise?
    a. Low. (Low Score)
    b. Average. (Medium Score)
    c. High. (High Score)

ESG
SCORING MATRIX

For each question, the applicable score for options (a.), (b.), or (c.) is multiplied by a weighted multiplier. The maximum possible number of points is 140. The minimum possible number of points is 48.

Question	Score of Option A	Score for Option B	Score for Option C	Multiplier	Total Points
1	1	2	3	x3	
2	1	2	3	x2	
3	1	2	3	x2	
4	1	2	3	x4	
5	1	2	3	x4	
6	1	2	3	x4	
7	1	2	3	x4	
8	1	2	3	x4	
9	1	2	3	x3	
10	1	2		x4	
11	1	2	3	x4	
12	1	2	3	x4	
13	1	3		x3	
14	1	2	3	x3	
				TOTAL:	

POLICY ATTACHMENTS
&
CURRENT CONSOLIDATED PLAN PRIORITIES

Housing Finance and Community Redevelopment Division Application
Attachment "A"
FINANCIAL STATEMENTS

Housing Finance and Community Redevelopment Division Application
Attachment "B"
CERTIFICATE OF CORPORATION

Housing Finance and Community Redevelopment Division Application
Attachment "C"
IRS Form 501(c) (3)

Housing Finance and Community Redevelopment Division Application
Attachment "D"
Public Entities Crimes Affidavit

SWORN STATEMENT UNDER SECTION 287.133(3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with a proposal to the Human Services Department.

2. This sworn statement submitted by _____.
(name of entity submitting sworn statement)
whose business address is _____?
and (if applicable) its Federal Employer Identification Number is _____.

3. My name is _____ and my relationship to the entity named
(Print name of individual signing)
above is _____.

4. I understand that a "public entity crime" as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1) (b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes means:

   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

Attachment "D" Public Entities Crimes Affidavit

7. I understand that a "person" as defined in paragraph 287.133(1) (e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. *(Please indicate which statement applies).*

G Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

G The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND *(Please indicate which additional statement applies).*

G There has been proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. *(Please attach a copy of the final order).*

G The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. *(Please attach a copy of the final order).*

G The person or affiliate has not been placed on the convicted vendor list. *(Please describe an action taken by or pending with the Department of General Services).*

_____ _____
(Signature) (Date)

STATE OF _____
COUNTY OF_____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
(Name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on the _____ day of _____, 20__.

_____
NOTARY PUBLIC, State of Florida

My commission expires _____.

Attachment "E"

DRUG FREE WORKPLACE CERTIFICATION

The undersigned Applicant Agency hereby certifies that it will provide a drug-free workplace program by:

(1) Publishing a statement notifying its employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish a continuing drug-free awareness program to inform its employees about:

(I) The danger of drug abuse in the workplace;
(ii) The offeror's policy of maintaining a drug-free workplace;
(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Giving all employees engaged in performance of a contract a copy of a statement required by subparagraph (1);

(4) Notifying all employees, in writing, of the statement required by subparagraph (1), that as a condition of employment on a covered contract, the employee shall;

(I) Abide by the terms of the statement; and
(ii) Notify the employer in writing of the employee's conviction under criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction;

(5) Notifying Broward County government in writing within 10 calendar days after receiving under subdivision (4) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

(6) Within 30 calendar days after receiving notice under subparagraph (4) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:

(I) Taking appropriate personnel action against such employee, up to and including termination;

(ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state, or local health, law enforcement, or other appropriate agency; and

Attachment "E", Drug Free Workplace Certification, page 2

(7) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (1) through (6).

_____
(Signature of Authorized Agency Representative)

_____
(Print Applicant Agency Name)

STATE OF _____
COUNTY OF_____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ (Name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on the _____ day of _____, 20___.

_____
NOTARY PUBLIC, State of Florida

My commission expires _____.

Housing Finance and Community Redevelopment Division Application
Attachment "F"

Sample **CLIENT NON-DISCRIMINATION POLICY**

In accordance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Broward County Human Rights Act (Broward County Code, Chapter 16½), the Applicant Agency's decisions regarding the delivery of services under any Agreement with Broward County will be made without regard to, or consideration of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

The Applicant Agency will not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16½) in performing any services under any Agreement with Broward County.

Applicant Agency: _____

Executive Director: _____ _____
(Signature) (Date)

Sample **COMMUNITY/DISADVANTAGED BUSINESS ENTERPRISE POLICY**

POLICY:

This Agency will choose, whenever possible, contractors, subcontractors, vendors, suppliers, and providers of service who are owned by minority or women business enterprises, including those certified through Broward County's Small Business Development Program.

The Agency's effort will include its state equal opportunity position for bids and advertising which may be a part of the Agency's business practices. Additionally, the Agency will provide information regarding the Broward County Small Business Development Program to current vendors who may be eligible for certification with the program.

The Executive Director, or his/her designee, will be the Agency's M/WBE officer. The M/WBE officer shall review all contracts and contracting procedures at the expiration of current and future contracts, to evaluate further expansion of the Agency's M/WBE participation with certified vendors, providers, etc. The M/WBE officer shall supervise the maintenance of all records, contracts, notices, bids, advertisements, etc., which relate to the Agency's Affirmative Action efforts.

The Agency shall strive to contract with at least one certified vendor whenever possible and in the interest of the Agency.

Agency: _____

Executive Director: _____ _____
(Signature) (Date)

Attachment "H"

Sample **AMERICANS WITH DISABILITIES ACT POLICY**

This Agency and its employees support through policy, procedure, and action the right of disabled persons, prospective staff and persons served, to equal access to services and employment.

APPLICANTS:
This Agency shall make efforts in good faith to arrange "reasonable accommodations" for qualified applicants, providing these accommodations do not create "undue hardship" for the agency.

The process of "reasonable accommodations" will include the following steps: 1) Consultation with the individual by the supervisor or operations director; 2) Identifying barriers in question; 3) Identifying possible accommodations (including assistance from outside authorities or agencies); 4) Assessing reasonableness of accommodations with the final decision from the Executive Director or designee; and 5) Implementing the accommodation or determining that the accommodation would be an "undue hardship".

Should the accommodation create an "undue hardship" for the Agency, the prospective employee will be offered the opportunity to implement the accommodation on their own.

In the event that accommodations: 1) Create "undue hardship" on the agency or the fellow employees; 2) Cannot be accessed through assistance from other authorities or agencies; and, 3) Cannot be arranged with the prospective employee, the decision not to hire shall be documented along with records of all efforts made.

Applications for employment shall be completed in wheelchair accessible locations. All relevant compliance posters shall be readily visible in areas with public access. If an individual should need assistance in completing the application, staff shall be available to help with the application process, and any other necessary pre-employment materials.

EMPLOYEES:
In the event an employee develops a disability during the course of employment, modifications to the employee's original position shall be assessed, as well as, a possible job change, or restructuring, providing this does not cause "undue hardship" to the Agency.

In the event that an employee is found to have a substance abuse problem that is affecting their work performance, that employee shall be offered the opportunity to go on a leave of absence until the problem is corrected through immediate and appropriate intervention and therapy, provided the employee seeks such opportunity early in the disciplinary action, and does not commit an offense that is punishable by termination on the first offense.

If an employee requires a leave of absence due to a disability, not associated with work, they may request such leave through procedures outlined in the Agency's leave of absence policies.

If an employee requires leave due to a work related injury, the rules governing workers compensation shall be followed.

The Agency shall comply with the provisions of the Family and Medical Leave Act of 1993.

Name of Applicant Agency: _____

Executive Director: _____ _____
(Signature) (Date)

Sample

EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY:

The progress of this Agency requires that we utilize all available staff to the fullest, regardless of race, color, religion, age, sex, sexual orientation, disability, political affiliation or belief, national origin, veteran status or marital status. Unlawful discrimination must be eliminated and individuals with demonstrated talent recognized and encouraged through fair and equitable personnel practices. It is the policy of this Agency to grant equal employment opportunities to all qualified persons without regard to the factors listed above.

This Agency's policy of nondiscrimination includes, but is not limited to, employment advertising, recruiting, employment, placement, promotion, transfer, and selection for training, rates of pay, and layoff or termination. All employees are informed of the emphasis on nondiscrimination.

This Agency will comply with all provisions of applicable federal, state, and local equal opportunity laws, orders, rules, and regulations and will cooperate with all agencies established under such laws in guaranteeing compliance.

RESPONSIBILITIES:

The Executive Director is responsible for insuring compliance and adherence to the nondiscrimination policy.

Each supervisor is responsible for using all practical means to implement this policy within his/her department or workgroup.

This Agency shall review, at least annually, the status of this program of expanding and re-emphasizing nondiscrimination.

PROCEDURES:

1. All applications for employment will be printed with the term "Equal Opportunity Employer".

2. All advertisements for recruiting purposes will contain the statement "An Equal Opportunity Employer" at the bottom of the ad.

Name of Agency: _____

Executive Director: _____ _____
(Signature) (Date)

Housing Finance and Community Redevelopment Division Application
Attachment "J"
General Contractor's License

Housing Finance and Community Redevelopment Division Application
Attachment "K"
Occupational License

Housing Finance and Community Redevelopment Division Application
Attachment "L"
CHDO Certification

Housing Finance and Community Redevelopment Division Application
Attachment "M"
Current Consolidated Plan Priorities

This is the current list of program priorities is the result of a survey distributed to local government, nonprofit, human, and social service organizations. Priorities are weighted equally.

OBJECTIVE CATEGORY

1. HOUSING
Affordable multi-family rental apartment units, down payment assistance to low income households for homeownership, and homeowner housing rehabilitation are the high priorities under housing.
2. Economic Opportunity Public service priorities include senior transportation, senior services, youth services, victims of domestic violence and after school care activities.
3. Suitable Living Environment Street, sidewalks, and drainage improvements are high priorities. Renovation of public facilities and parks are high priorities as well.
4. Administration Planning and grants management for Broward County's CDBG, HOME, and ESG grants programs.
5. Housing Rehabilitation Broward County proposes to upgrade existing substandard housing units suitable for rehabilitation for owner occupants and/or renters.
6. Emergency Shelter and Outreach Provision of emergency and preventive services for the homeless and at-risk homeless (including homeless veterans).

Housing Finance and Community Redevelopment Division Application
Attachment "N"
NEPA Environmental Assessment Checklist
(Must be completed for all new housing construction and capital projects)

Evaluate the significance of the effects of the proposal on the character, features and resources of the project area. Enter relevant base data and verifiable source documentation to support the finding. Then enter the appropriate impact code from the following list to make a determination of impact. Impact Codes: (1) - No impact anticipated; (2) - Potentially beneficial; (3) - Potentially adverse; (4) - Requires mitigation;
(5) - Requires project modification. Note names, dates of contact, telephone numbers and page references. Attach additional material as appropriate. Note conditions or mitigation measures required.

Land Development	Code	Source or Documentation
Conformance with Comprehensive Plans and Zoning		
Compatibility and Urban Impact		
Slope		
Erosion		
Soil Suitability		
Hazards and Nuisances including Site Safety		
Energy Consumption		

Noise - Contribution to Community Noise Levels		
Air Quality - Effects of Ambient Air Quality on Project and Contribution to Community Pollution Levels		
Environmental Design - Visual Quality - Coherence, Diversity, Compatible Use and Scale		

Socioeconomic	Code	Source or Documentation
Demographic Character Changes		
Displacement		
Employment and Income Patterns		

Community Facilities and Services	Code	Source or Documentation
Educational Facilities		
Commercial Facilities		
Health Care		
Social Services		
Solid Waste		
Waste Water		
Storm Water		
Water Supply		

Community Facilities and Services		Code	Source or Documentation
Public Safety	- Police		
	- Fire		
	- Emergency Medical		
Open Space and Recreation	- Open Space		
	- Recreation		
	- Cultural Facilities		
Transportation			

Natural Features	Code	Source or Documentation
Water Resources		
Surface Water		
Unique Natural Features and Agricultural Lands		
Vegetation and Wildlife		

Summary of Findings and Conclusions

ALTERNATIVES TO THE PROPOSED ACTION

Alternatives and Project Modifications Considered [24 CFR §58.40(e), Ref. 40 CFR §1508.9] (Identify other reasonable courses of action that were considered and not selected, such as other sites, design modifications, or other uses of the subject site. Describe the benefits and adverse impacts to the human environment of each alternative and the reasons for rejecting it.)

No Action Alternative [24 CFR §58.40(e)]
(Discuss the benefits and adverse impacts to the human environment of not implementing the preferred alternative).

Mitigation Measures Recommended [24 CFR §58.40(d), 40 CFR §1508.20]
(Recommend feasible ways in which the proposal or its external factors should be modified in order to minimize adverse environmental impacts and restore or enhance environmental quality.)

Additional Studies Performed
(Attach studies or summaries)

List of Sources, Agencies and Persons Consulted [40 CFR §1508.9(b)]