



**Mayor**  
ROB MEDINA  
**Deputy Mayor**  
KENNY JOHNSON  
**Councilmembers**  
RANDY FOSTER  
DONNY FELIX  
PETER FILIBERTO

## **AGENDA**

### **Special Council Meeting 2022-28 Thursday**

**September 22, 2022 - 6:00 PM  
Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida 32907**

#### **CALL TO ORDER:**

#### **ROLL CALL:**

#### **BUSINESS:**

1. Consideration of applications received to address homelessness, affordable housing and related public services through the American Rescue Plan Act (ARPA) funding

#### **ADJOURNMENT:**

If an individual decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Office of the City Clerk at (321) 952-3414 or Florida Relay System at 711.

If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this website or documents contained therein interferes with your ability to access information, please contact us. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the web address of the requested material, and your contact information. Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Pursuant to Council Policies and Procedures, members of the public wishing to use electronic media when addressing City Council must provide the electronic file to staff for

**screening no later than 2:00 P.M. on the day of the meeting; audio presentations must be submitted to the City Clerk at least twenty-four (24) hours prior to the meeting.**

**THIS MEETING IS BROADCAST LIVE ON THE CITY'S WEBSITE AND TELEVISED ON THE SPACE COAST GOVERNMENT TV CHANNEL.**



## LEGISLATIVE MEMORANDUM

**TO: Honorable Mayor and Members of the City Council**

**FROM: Suzanne Sherman, City Manager**

**DATE: 9/22/2022**

**RE: Consideration of applications received to address homelessness, affordable housing and related public services through the American Rescue Plan Act (ARPA) funding**

The City of Palm Bay was allocated \$18,009,865 in Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA). At the May 5, 2022 Regular Council Meeting, Palm Bay City Council earmarked \$5 million for the purpose of addressing homelessness, affordable housing, and any public services associated with such efforts.

The City sought applications from eligible applicants for such purposes by publishing a Request for Applications (RFA). The RFA was opened on June 13, 2022 and closed on August 15, 2022. The RFA requested applications from both non-profit or for-profit agencies, or a combination thereof. Eligible uses of funds included any proposed activities that address homelessness and affordable housing (as defined by 420.0004(3), Florida Statutes), as well as any associated public services, such as case management and mental health and substance abuse assistance, to name a few. The RFA provided that eligible projects and activities should occur within Palm Bay city limits and/or provide assistance to Palm Bay residents (self-declared or otherwise). The RFA further provided that all proposed activities shall comply with the U.S. Department of Treasury's Final Rule published on January 6, 2022, as released by the Office of the Federal Register, 31 CFR Part 35, RIN 1505-AC77.

The City received 14 applications, of which one (1) application was deemed ineligible and incomplete, as marked with an "\*\*\*\*" below. All eligible applicants shall provided a 5-minute overview of their proposal, followed by a question-and-answer session, at the discretion of City Council. The City received applications from the following entities:

- 1611 Meridian LLC
- Catholic Charities of Central Florida, Inc.
- Community of Hope, Inc.
- Daily Bread, Inc.
- Habitat for Humanity of Brevard County
- Helps Community Initiatives Inc.
- I am Ministries, Inc. dba The Source
- Kingdom Culture Church of Palm Bay FL, Inc.
- Little Growers Inc.
- Miniopolis LLC \*\*
- South Brevard Sharing Center, Inc.
- Volunteers of America of Florida, Inc.

- Wings of Grace Ministries, Inc.
- Women's Center, Inc. (also known as South Brevard Women's Center)

The complete application/proposal submittal from all applicants can be accessed on the City's ARPA webpage at [www.pbfl.org/ARPA](http://www.pbfl.org/ARPA). Staff summaries for each application/proposal is attached as well as check list for required submittal documents.

**REQUESTING DEPARTMENT:**

City Manager's Office, Community & Economic Development

**FISCAL IMPACT:**

All or a portion of the \$5,000,000 earmarked for homelessness and affordable housing may be allocated to a sub-recipient, or multiple sub-recipients, at Council's discretion.

**RECOMMENDATION:**

Discussion for Council regarding eligible applications for American Rescue Plan Act funding requests to address homelessness, affordable housing, and related-public services.

**ATTACHMENTS:**

**Description**

ARPA RFA Staff Summaries COMBINED  
 RFA ARPA check list - 1611 Meridian LLC  
 RFA ARPA check list - Catholic Charities of Central Florida, Inc.  
 RFA ARPA check list - Community of Hope Inc  
 RFA ARPA check list - Daily Bread  
 RFA ARPA check list - Habitat  
 RFA ARPA check list - Helps Community Initiatives  
 RFA ARPA check list - I Am Ministries dba The Source  
 RFA ARPA check list - Kingdom Culture  
 RFA ARPA check list - Little Growers  
 RFA ARPA check list - South Brevard Sharing Center  
 RFA ARPA check list - VOA  
 RFA ARPA check list - Wings of Grace  
 RFA ARPA check list - Womens Center

## 1611 Meridian LLC

**Eligibility:** Yes

**Request Amount:** \$4,500,000

**Proposal Overview:** Rehabilitation of a property, owned by the applicant, located at 1881 Palm Bay Road NE. The proposed project is a \$11 million (value includes existing land and building) permanent affordable Section 8 rental housing project, known as “Essence Palm Bay”. The proposed project consists of 130 “studio” housing units (approx. 400 SF) targeting a mix of elderly/disabled/veterans medium-income residents. The applicant notes that they will seek Section 8 from Brevard County Housing Authority.

**Partnerships (if applicable):** None

**Description of Target Clientele:** Mix of elderly/disabled/veterans with an Area Median Income (AMI) of 80% as established by the Florida Housing Finance Corporation.

**Organizational Capacity and Capability:** Applicant has similar project in Miami (Essence Miami), approximately 350 units in the workforce 60-100% AMI, with residents such as veterans, elderly, police and fire personnel, nurses, and teachers.

**Leverage/Match (how much additional funding is being dedicated to this project):** In addition to the request for ARPA funds, which makes up approximately 30% of the project value, the applicant has applied for a construction loan in the amount of \$6,537,762 with Eastern Union Funding to support this proposed project.

**Past Performance with other grants:** Applicant has been awarded \$5M by the City of Miami for a similar project, Essence Miami, to be complete in 2023. Applicant was awarded \$17M from City of Miami CRA for the Canvas Project, a workforce housing project, which was completed in 2017.

**Staff Comments:** It's noted that if ARPA funds are awarded, applicant will seek Section 8 from Brevard County Housing Authority. Upon further inquiry about what happens if Section 8 is not granted, applicant noted that they would continue to provide affordable housing, respecting rent limits set by Florida Housing Finance Corporation and would be willing to place a 30-year restrictive covenant/affordability period.

## **Catholic Charities of Central Florida, Inc.**

**Eligibility:** Yes

**Request Amount:** \$368,560

**Proposal Overview:** Prevention of homelessness through public services focused on housing security. The Family Stability Program will provide rent, mortgage, and/or utility assistance and case management for households still struggling in this post-COVID economy. The applicant requests a total of \$368,560, of which \$25,760 will go towards salary and benefits related to case management, and the remaining \$342,800 will go towards direct assistance to approximately 127 households. The Public Services Program Budget Form provides the breakdown and details of services and number of households.

**Partnerships (if applicable):** None

**Description of Target Clientele:** Palm Bay households struggling with housing security (at-risk of homelessness)

**Organizational Capacity and Capability:** The applicant has provided similar services for households in Brevard County for over 40 years, and central Florida for over 60 years.

**Leverage/Match (how much additional funding is being dedicated to this project):** If awarded, the applicant will be providing a 10 percent match (\$36,856) towards this program.

**Past Performance with other grants:** During fiscal year ending in June 30, 2021, applicant provided 73 households in Brevard County with over \$114,000 in rent/mortgage assistance, and 17 households with nearly \$4,000 in utility assistance. Case Managers assisted 92 households in apply for the Supplemental Nutrition Assistance Program. The applicant received \$104,841 in CDBG-CV3 funds from the City of Palm Bay. There was one concern noted in the monitoring, which was untimely expenditure of funds. However, all funds were expended by the end of the contract deadline.

**Staff Comments:**

## Community of Hope, Inc.

**Eligibility:** Yes

**Request Amount:** \$5,000,000

**Proposal Overview:** Proposal consists of multiple development projects and related public services as outlined below, providing a pathway to housing from homelessness to permanent housing, referred to as “Palm Bay Cares”. The Lead Agency is Community of Hope (COH), in partnership with Housing for Homeless (HfH) and 321 Developers (321). The three organizations will collaborate with eleven (11) other organizations, each of whom have provided letters of support or executed Memorandums of Understanding. These organizations include: Housing Authority of Brevard County; Serene Harbor; WAYS of Life; Circles of Care; Brevard Health Alliance; Mosaic Palm Bay; United Way; Genesis House; CITA Rescue Mission; Street Dog Coalition; and Driskell Heights Neighborhood Watch.

HfH proposes a pet-friendly emergency shelter for homeless persons and their pets, in collaboration with a 501(c)3, Street Dog Coalition. HfH will provide 5,840 shelter nights at approximately \$117.28 per unit/stay. This per stay cost includes \$50 for shelter and \$67.28 in services per sheltered night. Services includes case management, outreach, travel, and all other services required. (\$684,944)

COH proposes the acquisition and renovation of Baywood Townhomes located at 1400 and 1430 Baytree Drive NE in Palm Bay, which they currently have under contract. The proposed project will provide 14 two-bedroom transitional housing units. (\$2,157,528)

321 proposes to construct three (3) triplexes for a total of nine (9) permanent affordable housing units on a two-acre site owned free and clear by 321 Developers (Parcel IDs 28-37-14-50-10-1; 28-37-14-50-10-10; and 28-37-14-50-10-12), which will sell the land to the Housing Authority of Brevard County and lease it back thereby ensuring that the property will be maintained as affordable housing in perpetuity. (\$2,157,528)

**Partnerships (if applicable):** Housing for Homeless and 321 Developers

**Description of Target Clientele:** Homeless individuals and households/families with an income less than 60% AMI

**Organizational Capacity and Capability:** In total, the three agencies have accounted for nearly \$3 million in state and federal grants, foundation grants, donors, and other revenue assisting 2,254 individuals and households. COH has a 20-year history and currently owns and operates 38 transitional housing units. HfH has a 33-year history, is a member of the Brevard Homeless Coalition, and partners with over 100 organizations to provide case management and services as well as owns 93 properties for homeless

veterans, families, and individuals. In fall 2022, HfH expects to complete the construction of a \$28M, 90-unit affordable housing development project in Cocoa funded by Low Income Housing Tax Credits through Florida Housing Finance Corporation. 321 Developers brings over 40 years of experience in construction, remodeling, and rental management.

**Leverage/Match (how much additional funding is being dedicated to this project):**

The applicant received letters of interest in financing from PNC Bank and Florida Community Loan Fund. In addition, the applicant notes matching funds from other sources as follows:

Baywood Townhomes \$2,157,528 (ARPA) and \$364,553 (Other Sources)

Vacant Land/321 Developers: \$2,157,528 (ARPA) and \$64,000 (Other Sources)

Palm Bay Cares: \$684,944 (ARPA) and \$100,000 (Other Sources)

**Past Performance with other grants:** In total, the three agencies have accounted for over \$1 million in state and federal grants assisting 2,254 individuals and households. State and federal grants include Emergency Shelter Grant (ESG) Rapid Rehousing, U.S. Department of Housing & Urban Development, Veterans Administration.

**Staff Comments:**

## Daily Bread, Inc.

**Eligibility:** Yes

**Request Amount:** \$5,000,000

**Proposal Overview:** Construction of a four-story mixed-use development, known as Grace Place, to provide 126 affordable housing units, ground-floor commercial, and social services that address homelessness. The applicant proposes constructing permanent affordable housing, mainly studio and one-bedroom units, with a smaller number of two- or three-bedroom units for families. The development will also consist of accessory commercial uses on the ground floor, to include an on-site restaurant, fitness center, laundromat, general store, and full-service medical clinic and pharmacy open to the public and pay-for-service. The applicant is proposing the use of funds for site development and construction-related activity only. No funds are requested for land acquisition or any public services.

Grace Place will set aside 1-4 units to provide bridge housing, focused on immediate crisis or temporary housing. Grace Place will also accept housing vouchers to be provided in partnership with Brevard Housing Authority. Grace Place will provide on-site case management and other essential services including healthcare. The application states that Grace Place will provide approximately 3,000 individuals with case management and other services annually. These individuals will be registered as “members” and will have access to all services, to include commercial uses at Grace Place, at no-cost. These individuals will not reside on-site. This location was chosen because it is along a bus route.

Daily Bread has a 6.43-acre parcel under contract on Malabar Road, Brevard County parcel ID 29-37-06-00-01. The applicant intends to relocate all activities occurring at its Melbourne location to the Palm Bay facility.

**Partnerships (if applicable):** Brevard Health Alliance, Brevard Homeless Coalition, and Steadytown, Inc.

**Description of Target Clientele:** Homeless individuals and families; residents earning less than 80% Area Median Income.

**Organizational Capacity and Capability:** Daily Bread has existed for 34 years, starting as a soup kitchen and later provided meals, showers, clothes, and through partnerships with other organizations, provided case management and housing assistance.

**Leverage/Match (how much additional funding is being dedicated to this project):** The overall development project is estimated to be over \$24 million. Over \$19 million

will come from other sources, to include \$2.5 million from City of Melbourne's ARPA allocation, a future application to Brevard County for \$2.5 million in ARPA-HOME funds, tax exempt bonds, and references pursuing additional ARPA funds for the balance of equity needed to finance the project.

**Past Performance with other grants:** Daily Bread has been a recipient of Coronavirus Relief Funds, Emergency Solutions Grants, Emergency Food & Shelter Program (since 2003), and Community Development Block Grant.

**Staff Comments:** Discussion with applicant's representative revealed that the number one need for this project to be successful is funding, not location. Application was prepared with a location under contract to show a good faith effort to secure funding. However, no other backup location has been identified at this time.

## **Habitat for Humanity of Brevard County**

**Eligibility:** Yes

**Request Amount:** \$961,120

**Proposal Overview:** Construction of five (5) permanent affordable single-family homes on land owned by Habitat in Palm Bay. The homes will consist of two or three bedrooms and two bath with an enclosed garage and Energy Star ratings.

**Partnerships (if applicable):** n/a

**Description of Target Clientele:** Five low- and moderate-income families (including 16 children) with a salary of 30-80% of Area Median Income. Qualified residents are required to provide 200 hours of sweat equity, completion of a U.S. Department of Housing & Urban Development homebuyer education course \$1,500 down payment, and a third-party screening process. The homeowner must maintain timely mortgage payments on a 30-year loan with 0% interest held by Habitat.

**Organizational Capacity and Capability:** Habitat has existed for 36 years providing an average of six (6) homes per year serving over 550 families.

**Leverage/Match (how much additional funding is being dedicated to this project):** Habitat will provide a total of \$281,120 (land and donations). Habitat leverages funds through donations, ReStore sales revenue, fundraisers, outside grants, volunteers, etc.

**Past Performance with other grants:** Habitat has been awarded grant funding from 22 agencies during 2018-2022.

**Staff Comments:**

## Helps Community Initiatives Inc. (HCI)

**Eligibility:** Yes

**Request Amount:** \$1,120,430

**Proposal Overview:** Applicant states that the organization will serve as an “access point” to assistance. Such assistance includes services to low-income and homeless persons such as case management, street outreach, housing, rental and utility payment assistance, employment services, health services, mental health services, counseling and referral, emergency and temporary housing. It is important to note that the funds requested will be used solely for salaries and fringe benefits.

### Pop-Up Health Fairs (\$687,900)

HCI will provide 72 Pop-Up Health Fairs (two events per month) at a cost of \$8,978 each, for three years totaling \$646,421. This total includes the following services (individually broken out) from the organizations/partners below:

MelloCare will be on-site at health fair with information and classes in First Aid, CPR, Drug Over-Dose Education, and other pertinent topics. Applicant states that lack of access to health care is a barrier for some to sustain and attain employment for the unsheltered/unhoused. The training is also intended to equip homeless individuals with a “stop-the-bleed” approach and drug-overdose intervention when they encounter emergency situations with other unhoused individuals. The annual cost for 24 training events per year is \$22,300 (\$929.16/training session) for three years totaling **\$66,900**.

Genesis will provide two homeless trauma sessions (five individuals per session) per month, for a total of 120 residents annually at a cost of \$6,000 per year, or 360 residents over the three-year period totaling \$18,000. Genesis will provide sessions for individual referrals through health fair or street outreach, estimated at 20 one-hours sessions per month, or 720 hours of counseling sessions over a three-year period totaling \$36,000. The total for both programs is **\$54,000** over the three-year period.

COTG will offer regular mobile services at the pop-up health fair as well as follow up in between health fairs. Services include medical testing, health screenings, vaccinations, drug testing, wound care, and health education. Services at the health fair will include 4 hours twice per month (max of 50 individuals per month, or 1,800 over a three-year period totaling **\$567,000**.

### Outreach Center/Access Point (\$381,530)

HCI’s Outreach Center in Palm Bay will serve as an “access point” providing case management, support services, and referral to other social services, as well as rent, mortgage, utility assistance (funded by another grant). Applicant states that all ARPA funds requested in relation to the Outreach Center will be used for “monthly operational

costs” of at \$830 for three years totaling \$29,880. The monthly operational costs include utilities, electric, etc. Applicant is also seeking funding to cover salaries and benefits for one full-time Executive Administrator, one part-time Receptionist, and two full-time case managers to provide public services for the three-year period, estimated to be a total of \$242,000. The applicant is also requesting \$12,000 in supplies.

**CARE Learning Center Events (\$36,000)**

HCI will provide CARE Learning Center Events every other month for three years, or a total of 18 events at \$2,000 per event totaling \$36,000. Events include STEAM, and Career Exploration & Career Development.

**Palm Bay Cold Night Shelter (\$15,000)**

HCI proposes hosting a cold night shelter for approximately 100 individuals annually at \$100 per person for a total of \$10,000 annually, or \$30,000 over three years. However, applicant noted that the Palm Bay ARPA funds will only fund 50% of this cost. The remaining 50% will come from other funding sources.

**Partnerships (if applicable):** Genesis Counseling & Wellness, LLC; Competent Operational Testing Group (COTG); and MelloCare, Inc.

**Description of Target Clientele:** Homeless persons and individuals at-risk of homelessness (to include seniors and extremely low-income families facing rent increases)

**Organizational Capacity and Capability:** The Mercy House, an emergency/temporary shelter located in south Melbourne provided shelter for five male residents and case management in partnership with other organizations. HCI hosted a Palm Bay Cold Night Shelter at facility located at 2833 Palm Bay Road, which was later destroyed in a fire in November 2021.

**Leverage/Match (how much additional funding is being dedicated to this project):** Applicant indicates a match through its organization of \$539,000.

**Past Performance with other grants:** HCI has been awarded a total of \$84,900 grant funding as follows: CDBG-CV for outreach and career development (\$40,000), CDBG-CV3 funds for temporary/emergency shelter and bus passes (\$35,000), Palm Bay Municipal Foundation funding to provide cold night shelter (\$8,900); Emergency Support Grant in the amount of \$32,632.27 from Brevard Homeless Coalition for emergency/temporary housing and street outreach; Brevard County ARPA grant award (amount not yet known) in July 2022 for rent/utility assistance through 2026. HCI was issued a letter of non-compliance from the City of Palm Bay identifying five (5) Findings associated with Federal requirements and five (5) areas of concerns associated with ability to perform per the CDBG subrecipient agreement. All Findings and Concerns have been addressed.

**Staff Comments:** It is important to note that, if awarded, the applicant must maintain records confirming that clients are residents of Palm Bay, or self-declared as such, and that all services provided are not duplicated services (except individual counseling sessions). All funds requested are for administrative (salaries and benefits) and operational costs (utilities and supplies) related to providing programs and services. All information confirmed and revised via telephone call with applicant.

## **I am Ministries, Inc. (dba The Source)**

**Eligibility:** Yes

**Request Amount:** \$4,918,814

**Proposal Overview:** Land acquisition and renovation of existing facility to duplicate programs and services provided at The Source's facility in Vero Beach, FL. The applicant proposes to provide emergency housing/shelter, permanent affordable housing (tiny homes), and public services through its resource center, known as 'The ReSource Center'.

The Source proposes to acquire the property located at 2100 Port Malabar Boulevard NE (not currently owned, under contract, or controlled) and renovate the existing facility to serve as a resource center, totaling \$1,583,334. The center, known as The ReSource Center, will serve as a day shelter and a hub for public services, such as case management, multiple meals per day, substance abuse counseling, navigation services, and employment training. The applicant estimates the Center will serve approximately 1,200 unique individuals in its first year of service.

In addition to typical public services, The Source will implement programs such as Dignity Market which registers individuals for "memberships" enabling them to work/volunteer to earn Source Bucks (a form of income) to be traded for items from bikes to new clothes to phones and haircuts. The Source will also provide Dignified Income Opportunities which enables individuals to earn income by assisting the organization in carrying out its mission. The applicant requests \$1,214,436 to carry out public services, assisting approximately 100 clients per month, or 1,200 annually.

The Source proposes acquiring a neighboring 3.78-acre parcel of vacant land located at 2170 Port Malabar Boulevard NE and construct 25-50 tiny homes (depending on market conditions), totaling \$2,121,044. Rent will be capped at \$500 all-inclusive of utilities and cable.

The Source will continue to operate the Palm Bay Dignity Bus as an emergency shelter. The bus provides 16 sleeping pods for a total of 5,376 safe nights of sleep annually (7 days/week x 48 weeks/year). St. Vincent de Paul will assist The Source by handling intake, screening, and registering homeless individuals for a stay on the Dignity Bus and provide meals prior to entry. Streetside Showers will provide showers on Friday nights for Dignity Bus clients.

**Partnerships (if applicable):** St. Vincent de Paul; Streetside Showers

**Description of Target Clientele:** Homeless individuals and low- and moderate-income persons as defined by the U.S. Department of Housing & Urban Development.

**Organizational Capacity and Capability:** The Source has existed for almost 30 years, expanding into a 5,000 SF outreach facility and comprehensive assistance center for homeless. In 2021-2022, The Source had 1,527 member visits, of which 525 were classified as homeless; provided 34,190 meals; housed 330 individuals for overnight emergency shelter (225 in Vero Beach; 105 in Palm Bay) for a total of 6,000 safe nights of sleep; washed 2,029 loads of laundry and provided 1,952 showers. The Dining with Dignity program graduated six (6) students, earning ServSafe/State Staff certificates, resulting in jobs in the restaurant and hospitality industry. In February 2022, The Source began operating a second Dignity Bus based in Palm Bay.

**Leverage/Match (how much additional funding is being dedicated to this project):** The Source is committing a total of \$125,000 in matching funds, which includes \$50,000 in CDBG funds awarded by the City of Palm Bay and \$75,000 from Dignity Food Truck profits.

**Past Performance with other grants:** In 2021, the Source implemented the Palm Bay Dignity Bus. The bus provides 16 sleeping pods for a total of 5,376 safe nights of sleep annually (7 days/week x 48 weeks/year). In the last five years, the applicant was awarded \$284,550 in grant funding from over ten foundations as well as from the City of Palm Bay's CDBG Program and the Palm Bay Municipal Foundation for emergency sheltering.

**Staff Comments:** It is important to note that the applicant does not have control of the referenced properties. The properties are already under contract with another buyer.

## **Kingdom Culture Church of Palm Bay FL, Inc.**

**Eligibility:** Yes

**Request Amount:** \$850,000

**Proposal Overview:** Acquisition, renovation, and development of an existing property located at 2742 Aurora Road and an adjoining property at 418 Vickers Drive in Melbourne to provide five bedrooms. The properties, to be known as “Gilda’s House”, an income-based temporary/transitional home will have capacity to house up to three (3) Palm Bay resident families for up to three months. Rent for temporary/transitional housing will be capped at 30 percent of monthly income. Applicant estimates serving 100 families by 2026 by providing income-based rental and mortgage assistance, temporary and/or transitional housing, and transportation services.

Applicant also notes that ARPA funds will be used to provide employment for up to five Palm Bay residents who will work for Reach Out and Restore. Request for funds will also allow for purchase, maintenance, and fuel costs for two vehicles for transportation services at a cost of no more than \$10 per day.

**Partnerships (if applicable):** Reach Out and Restore

**Description of Target Clientele:** Individuals and families at-risk of homelessness

**Organizational Capacity and Capability:** Applicant states that Reach Out and Restore, an entity of the applicant, is newly formed and will carry out program and services; however, all program staff are volunteers. No additional details provided on applicant’s history and experience in providing such program and services.

**Leverage/Match (how much additional funding is being dedicated to this project):**  
\$150,000 in private donations

**Past Performance with other grants:** Applicant marked “Not applicable.”

**Staff Comments:** It is important to note that the proposed properties are located in Melbourne.

## **Little Growers Inc.**

**Eligibility:** Yes

**Request Amount:** \$236,419.79

**Proposal Overview:** Acquisition and construction of a state-of-the-art community garden and outdoor demonstration classroom to be located at 2230 Washington Street NE, a City-owned property leased to Little Growers in October 2020 for the purpose of a community garden, totaling \$102,198.

The community garden will be dedicated to empowering individuals experiencing homelessness and low-income residents by addressing food insecurity, providing employment opportunities, community gardening, sustainability initiatives and outdoor education. Applicant estimates that it will feed approx 5,000 homeless and food insecure individuals annually through food distribution. Applicant indicates that 300,000 lbs of fresh produce will be distributed to local neighborhoods.

The applicant requests another \$134,221.79, covering salaries and benefits, to provide public services. The community garden is expected to provide approx 10-15 jobs to housing and food insecure individuals. Applicant will provide daily work opportunities to homeless and economically disadvantaged citizens at \$10 per hour, paid same day. Applicant estimates job training for 10-15 homeless or at-risk individuals with curriculum focusing on permaculture design.

Educational programs, job skills training and a 4 H Garden club for youth (K-12), anticipated to teach 300+ youths yearly on environmental justice and conservation. Applicant indicates that 30% of youth participants in the 4H Club experience chronic cycles of homelessness.

**Partnerships (if applicable):** N/A

**Description of Target Clientele:** Homeless, at-risk of homelessness, and food insecure households. Food insecure households are defined by the U.S. Department of Agriculture as Households with incomes below 185% of the poverty threshold.

**Organizational Capacity and Capability:** In spring 2017, Little Growers Inc started its first youth garden at Lipscomb Street Park in Melbourne serving as an outdoor classroom teaching practical math, communication, responsibility, and cooperation. Little Growers Inc has been fiscally sponsored by the Rose Foundation since February 2020.

**Leverage/Match (how much additional funding is being dedicated to this project):** \$5,000 for land acquisition from “Other Sources”; Applicant also lists other sources of leveraged/secured funds, but it is not clear if those are dedicated to this project.

**Past Performance with other grants:** Little Growers Inc is a recipient of GrassRoots Leadership grant funds in the amount of \$10,000 from 2020-2022 and another \$12,000 from 2022-2024. The applicant is also a recipient of \$70,000 from National Fish and Wildlife Foundation for the community garden in Melbourne and expansion of services as a 4H Club to Palm Bay. Applicant was recently awarded a \$80,000 capacity grant from Steady Town Foundation to execute the applicant's mission.

**Staff Comments:** Application references an outdoor kitchen. Staff will need to evaluate if this is permitted in current zoning. Typically, a standalone outdoor kitchen is not permitted on a single-family residential lot, unless it is an accessory to the structure/home. Applicant is currently leasing property since October 2022. To-date, no progress has been made on the proposed community garden.

## **Miniopolis LLC**

**Eligibility:** No, applicant did not attend the mandatory technical assistance workshop.

**Request Amount:**

**Proposal Overview:**

**Partnerships (if applicable):**

**Description of Target Clientele:**

**Organizational Capacity and Capability:**

**Leverage/Match (how much additional funding is being dedicated to this project):**

**Past Performance with other grants:**

**Staff Comments:**

## **South Brevard Sharing Center, Inc.**

**Eligibility:** Yes

**Request Amount:** \$229,848.76

**Proposal Overview:** Proposed use of funds for salaries and fringe benefits to personnel providing case management services to 72 households (totaling \$69,848.76) and supportive housing services to 40 Palm Bay households (totaling \$160,000) for homeless/eviction prevention assistance

**Partnerships (if applicable):** N/A

**Description of Target Clientele:** Palm Bay residents and households facing homelessness

**Organizational Capacity and Capability:** SBSC has over 50 years of service and has been a recipient of City of Palm Bay CDBG public service funds providing same or similar service.

**Leverage/Match (how much additional funding is being dedicated to this project):** \$118,320, program "Everyone Deserves a Home"

**Past Performance with other grants:** The applicant has been a recipient of City of Palm Bay CDBG public service funds providing same or similar service, specifically Program Year (PY) 2018/2019 (\$21,115.20); PY 2020/2021 (\$56,136); PY 2021/2022 (\$20,000). The applicant received CDBG-CV1 funds (\$56,136) and CDBG-CV3 (\$22,629.20). The monitoring revealed 5 Findings and 2 Concerns for each program. All Findings and Concerns have been addressed.

**Staff Comments:**

## **Volunteers of America of Florida, Inc.**

**Eligibility:** Yes

**Request Amount:** \$975,000

**Proposal Overview:** Proposes use of funds to design and build Space Coast Commons, a 30-unit multifamily housing community, with 80% set aside for persons with special needs and 20% set aside for homeless individuals or family, and overlap thereof. VOA has property located at 1981 Convoir Street SE (1.83 acres) under contract. The housing project will be a mix of 2 bedroom/2 bath (6 units) and 1 bedroom/1 bath (24 units). The applicant also proposes to offer support services in partnership with several other organizations; however, there is no request for ARPA funds to provide this service.

**Partnerships (if applicable):** N/A

**Description of Target Clientele:** Persons with special needs, and homeless individuals and families

**Organizational Capacity and Capability:** VOA of Florida has been awarded funding for over 232 affordable housing projects totaling over \$50 million in the last seven (7) years. VOA of Florida has also been awarded over \$20 million for new affordable housing development from FHFC in the last 24 months. They have also been awarded \$5.9 million in City and County funds across the state in 12 months, \$3.4 of which is ARPA funding.

**Leverage/Match (how much additional funding is being dedicated to this project):**

The applicant will be leveraging ARPA funds to apply for almost \$7 million in Florida Housing Finance Corporation funding (FHFC, RFA 2021-109) in September 2022. The applicant states that the Housing Authority of Brevard has agreed to commit project-based vouchers for this development.

**Past Performance with other grants:** In the last five years, the applicant has been awarded nearly \$4.5 million in grant funds from Palm Bay and other entities in Brevard County.

**Staff Comments:**

## **Wings of Grace Ministries, Inc.**

**Eligibility:** Yes

**Request Amount:** \$4,919,250

**Proposal Overview:** Purchase and rehabilitate 20 existing homes within Palm Bay city limits and house 20 low-income families for approximately three (3) years, or until housing stability is regained.

**Partnerships (if applicable):** N/A

**Description of Target Clientele:** 20 low-income families, as defined by U.S. Department of Housing & Urban Development

**Organizational Capacity and Capability:** The agency has existed for 13 years, acquiring and maintaining 38 homes in Brevard County and two (2) in St. Lucie County to house low-income families.

**Leverage/Match (how much additional funding is being dedicated to this project):** Wings of Grace plans to leverage its 45 students to assist in the rehabilitation in exchange for volunteer hours.

**Past Performance with other grants:** The organization's staff has experience in procuring grants from the City of Melbourne (\$1M) and Brevard County (\$500,000) for the same purpose.

**Staff Comments:** To be eligible under this program, applicant should ensure that the low-income families are those which are facing eviction or homelessness (at-risk). Confirm how the applicant will ensure affordability long after the deadline to expend ARPA funds (i.e. deed recorded in perpetuity). Confirm whether organization has properties under contract. Email sent to applicant on 9/8/2022 with no response.

## **Women's Center, Inc.**

**Eligibility:** Yes

**Request Amount:** \$616,462

**Proposal Overview:** Rehabilitation of existing property, known as Serene Harbor, operated by South Brevard Women's Center and consisting of eight (8) transitional housing units for homeless, extremely low- and low-income residents at-risk of homelessness, victims of domestic violence. In addition to providing safe, secure housing, the applicant will provide social services, such as mental health counseling, case management, career guidance, financial assistance for transportation, childcare, food, household, and person items. The applicant expects to serve approximately 104 families (family stays average approximately 20 months). It is important to note that Serene Harbor, while in Palm Bay, is a safe-house, and the location is not disclosed for the safety of those it serves.

**Partnerships (if applicable):** N/A

**Description of Target Clientele:** Homeless, extremely low- and low-income (as defined by U.S. Department of Housing & Urban Development) residents (at-risk of homelessness), victims of domestic violence and their families

**Organizational Capacity and Capability:** South Brevard Women's Center has owned and managed transitional housing programs for 19 years. The organization also managed two (2) other renovation projects utilizing U.S. HUD funds for a transitional housing facility in Melbourne.

**Leverage/Match (how much additional funding is being dedicated to this project):** \$64,000 from private sources which have been restricted for construction at the Palm Bay transitional housing facility.

**Past Performance with other grants:** The organization has received CDBG public services grant funding from the cities of Palm Bay, Melbourne, and Titusville. Specifically, the organization was previously awarded a total of \$124,425.15 in CDBG funding from 2017 to current, providing assistance to a total of 47 households. The organization has received and expended grant funding from countless other sources totaling millions of dollars. There have been no Findings or Concerns during the last monitoring which was conducted in 2021-2022.

**Staff Comments:**

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

Affidavit signed  
but not witnessed.

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance  No Auto Liability or Worker's Comp insurance provided.	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> ) Financial statements not prepared by a certified public accountant.	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files. Applicant is a 501(c)3. No IRS Form 990 required; however, Form 990 for Rose Foundation was provided as the applicant is fiscally sponsored by the organization.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i> Project staffing lacks hours per position.	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management <i>Registration applied in June 2022, pending approval. Copy attached.</i>	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance <b>No evidence of Worker's Comp.</b>	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <b>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</b> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files. <b>Letter provided; not required to file.</b>	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files. <b>Letter provided; not required to file.</b>	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments:

CHECK LIST: Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

APPLICANT: \_\_\_\_\_

Application Packet (non-material requirements)

- ☐ Nine (9) hard copies
- ☐ Three-hole punch on the left side
- ☐ Secured using a binder clip
- ☐ USB/flash drive

Required Materials

- ☐ Mandatory Technical Assistance Workshop
  - Attended July 11, 2022 virtual workshop
  - Attended August 8, 2022 second virtual workshop AND submitted affidavit
- ☐ Application Cover Page
- ☐ Board of Directors & Compliance Certification (*signed*)
- ☐ Sound Fiscal Management Certification (*signed*)
- ☐ Debarment & Suspension Certification (*signed*)
- ☐ Drug-Free Workplace Requirement Certification (*signed*)
- ☐ Environmental Tobacco Smoke Certification (*signed*)
- ☐ Conflict of Interest 24 CFR 570.611 Form (*signed*)
- ☐ Capital Projects, if applicable
  - Development Budget Form
  - Construction Project Supplemental Questions
- ☐ Public Services, if applicable
  - Public Services Program Budget Form
- ☐ Proposal Questions

A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

# CHECK LIST: Request for Applications – American Rescue Plan Act

## Homelessness & Affordable Housing

Other submission requirements:

Submission Requirements	Documentation	Check if Enclosed
For non-profits only: The applicant must have non-profit status for at least one (1) full year, or have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: 501(c) (3) IRS Tax Exemption Letter Articles of Incorporation By-Laws Organizational Chart	<input type="checkbox"/>
For non-profits only: The applicant must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: List of Board Members	<input type="checkbox"/>
All applicants must be registered to conduct business in the State of Florida at the time of application.	ATTACHMENT 3: Current certification from the FL Department of State.	<input type="checkbox"/>
Proof that the organization has registered with the U.S. System for Award Management.	ATTACHMENT 4: Proof of registration with the U.S. System for Award Management	<input type="checkbox"/>
Proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: Certificate of Insurance	<input type="checkbox"/>
The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: Organization's Most Recent Financial Statement ( <i>including a balance sheet, income and expense statement</i> ). The Financial Statement must be prepared by a Certified Public Accountant. Most Recent Audit Report and Management Letter ( <i>NOTE: Agencies expending \$750,000 or more in a year in Federal awards MUST have a Single Audit conducted in accordance with 2 CFR 200.501(a)</i> )	<input type="checkbox"/>
Latest IRS Tax Form 990	ATTACHMENT 7: Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.	<input type="checkbox"/>

## CHECK LIST: Request for Applications – American Rescue Plan Act

### Homelessness & Affordable Housing

Project Staffing Information	ATTACHMENT 8: Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i>	<input type="checkbox"/>
Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes)	<input type="checkbox"/>
Written copy of financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: Agency's written financial management procedures	<input type="checkbox"/>

---

Staff Comments: