



Community &  
Human Services

**2026 - 2027**  
**Grant Application**  
**Cycle Overview**

# Collier County is an Entitlement Grantee



U.S. Department of Housing and Urban Development (HUD) provides annual grants on a formula basis to counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-and-moderate-income persons.

*An entitlement formula determines the annual amount of CDBG funding automatically allocated.*



# Urban Counties & UGLGs

Urban Counties are entitlement communities under the CDBG entitlement program that must be qualified by HUD every three years (as long as Congress appropriates funds, and the County submits an Action Plan by August 16<sup>th</sup>). They may carry out community development and housing assistance activities in unincorporated areas of the county by executing an interlocal cooperation agreements with Units of General Local Government (UGLGs). With that agreement, cities may not apply for grants under small cities or State CDBG programs.

For 2025-2027, City of Naples and City of Marco Island have chosen to participate in a cooperation agreement with Collier County. City of Everglades has chosen not to participate. Collier County requires this decision in writing.

The County provides the required administrative and compliance functions on behalf of the cities.

# As an entitlement grantee, Collier County must:

Develop and implement programs that address community needs

Priority to low- and moderate-income individuals

Maintain accurate records on all activities, expenditures and outcomes

Engage in citizen participation

Manage funds and subrecipients

Comply with HUD regulations, submit required plans and report on program performance

# **Collier County's 2021 - 2025 Consolidated Plan (ConPlan)**

**The ConPlan developed by grantees functions as a strategic framework for administering HUD formula grants. It serves as strategic planning, decision making framework, compliance, coordination and implementation guidance for Collier County.**

**Applicants should use the Consolidated Plan as a resource when developing and submitting an application, as it outlines Collier County's priorities and goals.**

# Consolidated Plan

HUD requires the County to complete a Five- Year Consolidated Plan that includes a housing assessment, market analysis and assessment of community development needs. The Consolidated Plan is meant to address the needs of low and moderate-income (LMI) persons and families, including homeless individuals. It establishes the County's program priorities, goals and objectives for community development programs and sets the framework for subsequent one year action plans that describe specific activities that will be funded through the County's grant program.

[Click to review the Collier County 2021 – 2025 Consolidated Plan.](#)

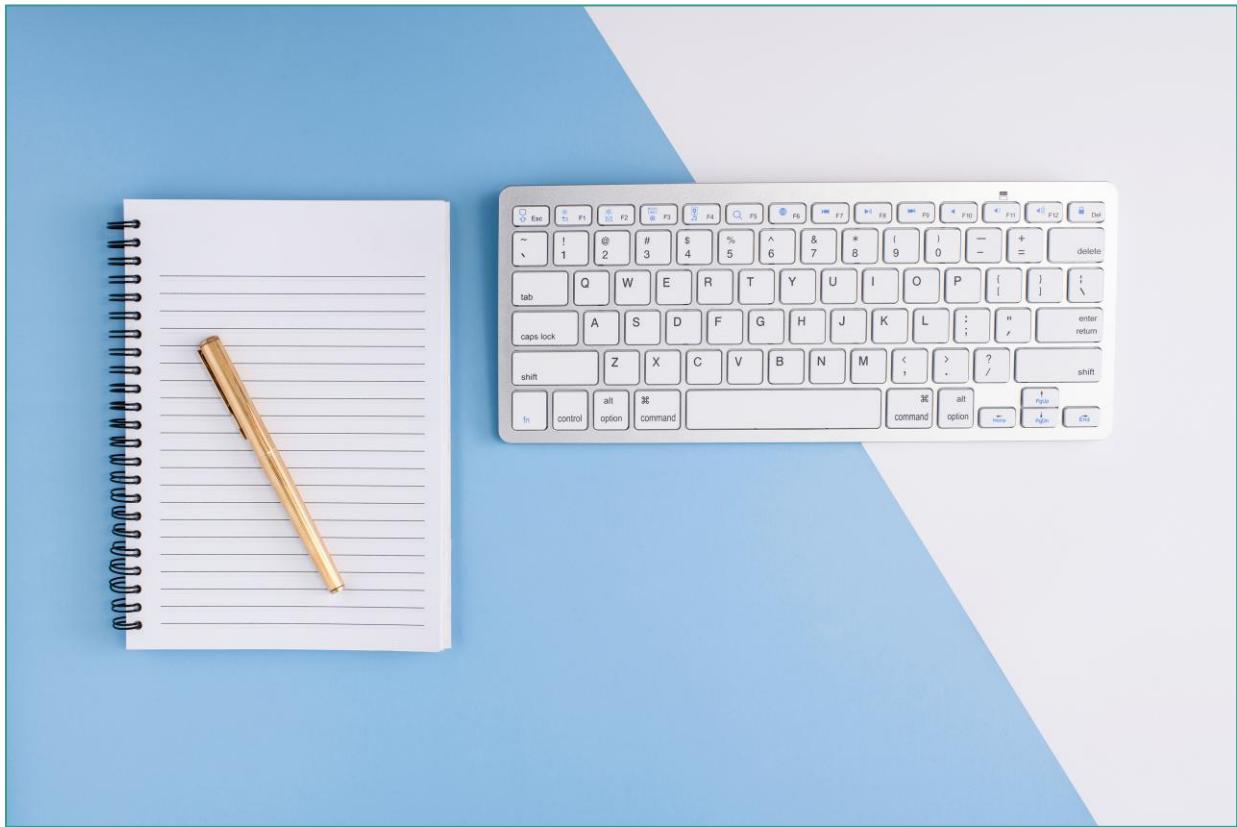
*Reference: 24 CFR part 91*

# Collier County's 2021-2025 Consolidated Plan

**Seven priority needs were identified during the Con Plan development process.**

1. Housing Affordability
2. Homelessness & Homelessness Prevention
3. Public Facilities
4. Public Infrastructure Improvements
5. Public Services
6. Affirmatively Furthering Fair Housing Choice
7. Program Administration and Planning

# Collier County is developing the 5-Year Consolidated Plan for PY2026 - 2030



# HUD Grant Programs in this Application Cycle

Community Development  
Block Grant (CDBG)  
program  
(Reference 24 CFR 570)

HOME Investment  
Partnerships (HOME)  
program  
(Reference 24 CFR 92)

Emergency Solutions  
Grant (ESG) program  
(Reference 24 CFR 576)

State Housing Initiatives  
Partnerships (SHIP)  
(Administered by Florida Housing  
Finance)

# Objectives of HUD federal funds

*CDBG Objective: Develop viable communities by providing decent and affordable housing, a suitable living environment, and expanding economic opportunities principally for people with low- and moderate incomes.*



*HOME Objective: Expand the supply of safe, decent, and affordable housing for very low-income and low-income families.*



*ESG Objective: Assist people quickly regain stability in permanent housing after a housing crisis or experiencing homelessness. Program components are street outreach, emergency shelter, homelessness prevention, rapid re-housing and the Homeless Management Information System (HMIS).*

# Community Development Block Grant (CDBG)

- ❑ The primary objective of CDBG is the development of viable communities by providing projects that principally support low-and-moderate-income persons. Examples of eligible activities; land acquisition, public facility improvements, public services (maximum of 15% of a grantee's CDBG funds). Reference 24 CFR 570.201.
- ❑ Must meet a National Objective and benefit low-to moderate income persons.
- ❑ CDBG has no match requirement.
- ❑ CDBG funds are to be used to provide a new service, enhance or expand a program. Funds can not be used to supplant what you already have in place.

# CDBG – National Objectives

The CDBG program requires that each activity funded must meet one of the three National Objectives

Benefit low-and-moderate income (LMI) persons

Aid in the prevention or elimination of slums or blight

Urgent Need

Area Benefit Activities (LMA)

Limited Clientele Activities (LMC) which includes Presumed eligibility

Housing Activities (LMH)

Job Creation and Retention Activities (LMJ)



# Income Qualification Requirements to document National Objectives



All CDBG National Objectives require income qualification supported by appropriate documentation: LMA, LMC, LMH and LMJ. Therefore, subrecipients will be required to describe, in detail, how their organization will verify income eligibility for ALL recipients of services.

Income Certification templates  
are available

All records will be monitored by our Grants  
Compliance Unit

# Income Qualification Requirements

How will this activity benefit low-to-moderate Income persons?



LMA – Boundaries of the service area and income characteristics of that area are required. An area benefit activity benefits all residents in a particular area, where at least 51% of the residents are low-to-moderate income (LMI) persons. Subrecipients must provide an LMA narrative, along with supporting data and maps, to define the service area and demonstrate how it satisfies the national objective.



LMC – Activities in this category provide benefits to a specific group of persons rather than everyone in an area. 51% of the beneficiaries have to be low-to-moderate income (LMI) persons and can not exceed the low-to-moderate income limit. Income documentation referencing family size and income is required to meet income eligibility requirements.



LMC (Presumed benefit) - Another way to qualify as LMC, the activity must exclusively benefit a clientele who is presumed by HUD to be principally LMI persons. This currently includes abused children, elderly persons, battered spouses, homeless persons, disabled persons, illiterate adults, person living with AIDS and migrant farm workers.

# Income Qualification Requirements

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# HOME Investment Partnerships (HOME)

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The primary purpose is to provide affordable housing for low-income and very low-income households.

## Eligible activities

- Provide home purchase or rehab assistance to eligible homeowners and new homebuyers
- Build or rehab housing for rental or ownership
- Tenant Based Rental Assistance
- Households must have annual incomes that are no more than 80% of the Area Median Income to receive HOME assistance

## 25% Match requirement

- Subrecipient must contribute or match 25% of their award

## CHDO (Community Housing Development Organization)

- 15% of Collier County's annual allocation is set aside for CHDO's
- Private, non-profit, community-based organization with a specific designation that has staff with the capacity to develop affordable housing in their community

# Emergency Solutions Grant (ESG)

The ESG program provides funding to:

- Engage homeless individuals and families living on the street
- Improve the number and quality of emergency shelters for homeless individuals and families
- Help operate these shelters
- Provide essential services to shelter residents
- Rapidly rehouse homeless individuals and families
- Prevent families & individuals from becoming homeless
- Households must have annual incomes that are no more than 30% of the Area Median Income to receive ESG assistance



# Emergency Solutions Grant (ESG)

## Activities include:

Street Outreach  
Emergency Shelter  
Homelessness Prevention  
Rapid Rehousing  
Assistance  
HMIS data collection

A one-to-one, dollar to dollar, match is required.

# State Housing Initiatives Partnerships (SHIP)

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The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code and administered by Florida Housing Finance Corporation.

## SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

Fiscal Years covered by the Plan: 2025-2026, 2026-2027, 2027-2028

LHAP is a plan that local governments in Florida submit, detailing how they will use SHIP funds to support affordable housing programs. Collier County's LHAP is Board approved.

Purpose of the SHIP program:

- To meet the housing needs of the very low, low, and moderate-income households;
- To expand production of and preserve affordable housing;
- To further the housing element of the local government's comprehensive plan specific to affordable housing.

# State Housing Initiatives Partnerships (SHIP)

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Eligible applicants are ranked in the following order.

## RANKING PRIORITY

1. Special Needs Households –persons with special needs as defined in 420.0004 (13)
  - a) Very low
  - b) Low
  - c) Moderate
2. Essential Services Personnel (ESP)
  - a) Very Low
  - b) Low
  - c) Moderate
3. After Special Needs Set-asides and after ESP applicants
  - a) Very Low
  - b) Low
  - c) Moderate

**2025 Income Limits and Rent Limits:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at <https://www.floridahousing.org/owners-and-managers/compliance/income-limits>.

# State Housing Initiatives Partnerships (SHIP)

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LHAP Strategies outlined in the Collier County Local Housing Assistance Plan (LHAP)

- Purchase Assistance without Rehabilitation
- Owner-Occupied Rehabilitation
- Locally Declared Emergency Response Assistance and Emergency Housing Repair & Housing Resilience
- Demolition and Replacement of Manufactured Housing
- Disaster Assistance
- New Construction Assistance
- Rental Rehabilitation
- Rental Acquisition
- Rental Development
- Community Land Trust Acquisition & Development

# Annual Grant Application Process

## Mandatory Process

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1. Pre-Applications are submitted in Neighborly.
  - Pre-Applications open 01/08/2026, close 01/20/2026 (Noon)
2. Applicants schedule their 1:1 Technical Assistance meeting via Webex with CHS Staff.
  - Dates: 01/26/2026 – 01/30/2026
3. Invited applicants submit a full application in Neighborly.
  - Full application period: 02/03/2026 – 02/25/2026 (Noon)

# Annual Grant Application Process

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- ❑ Technical Assistance (TA) allows CHS staff to ask relevant questions and provide constructive input prior to the development of full applications.
- ❑ Applicants should provide clear narratives, choose the best response, upload documents, financial information to include the amount of your request and total project costs. Respond thoroughly.
- ❑ Applicants are given the opportunity to make presentations to the Review and Ranking committee and CHS staff prior to scoring of applications.
- ❑ After presentations, the Review and Ranking committee will review and score each application according to pre-set criteria.
- ❑ Once applications are scored and ranked, the final scoring recommendations are presented to the County Manager.
- ❑ Approved activities are included in the County's Annual Action Plan to HUD.

## IMPORTANT MESSAGE!

An incomplete application, not in the required format, or does not follow the specifications outlined in the application will automatically be disqualified.

Applications submitted after the due date will not be accepted.

Missing the deadline will automatically result in elimination of eligibility to apply.

# Award Process



CHS will send a conditional award letter.



Subrecipient signs the award letter and returns to CHS.



Grants Compliance Unit will conduct a level one risk assessment.



Grant Coordinator (GC) is assigned. GC will work with the subrecipient to collect necessary information, finalize the project scope, draft the subrecipient agreement and begin the environmental review process. *No work can be done until CHS issues a Notice to Proceed (NTP).*



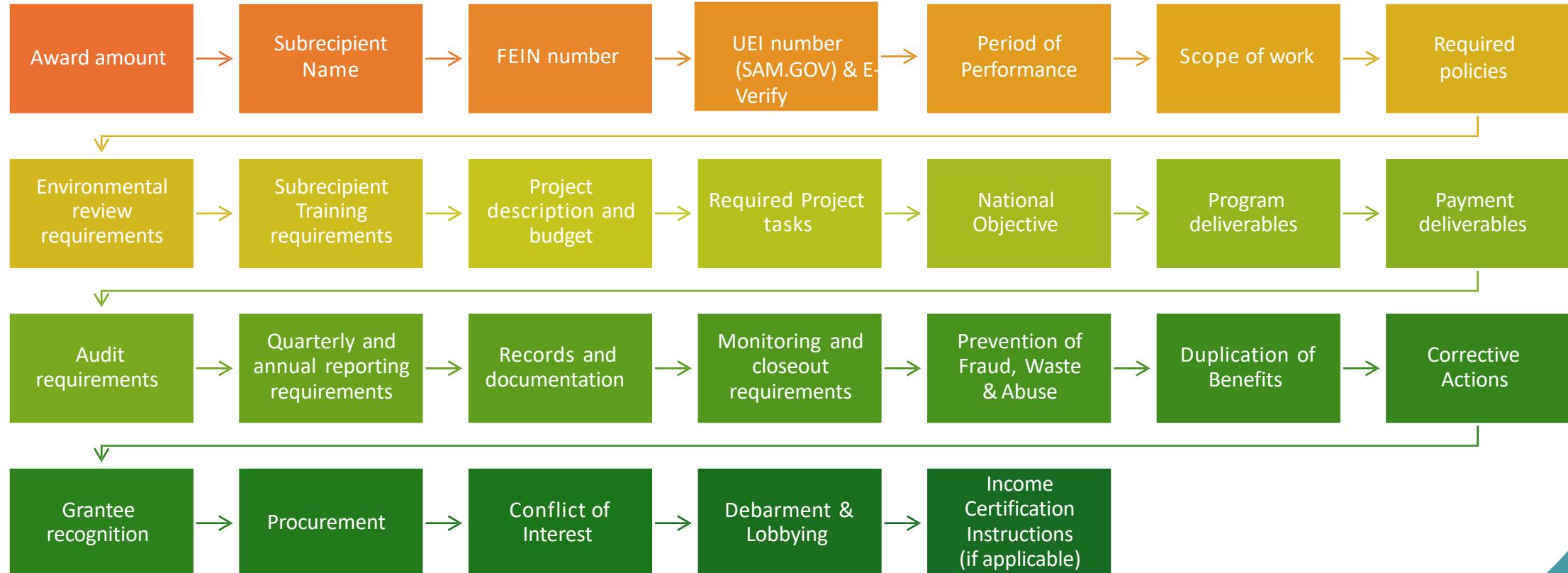
Funds are generally available the following October or November; this timeline can vary.



One year to spend funds

# Subrecipient Agreement includes:

This list is not exhaustive



# Performance Deliverables

(Vary by grant)

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- Certificate of Insurance; to include annual renewals
- Required Policies outlined in agreement
- Quarterly Progress Reports
- Leverage Funds Report
- Annual Audit Monitoring Reports, Copy of Annual Audit
- Procurement records
- EVERIFY and SAM.GOV; current registration
- Additional requirements for construction projects; Davis Bacon certified payroll, Build America, Buy America (BABA), Energy Efficiency, section 3 reporting, subcontractor log, project schedules, project plans/design/specifications, and a capital needs assessment plan.

# Pay Requests

- ❖ Pay Requests are submitted for reimbursement of expenses. If no expenses were incurred, subrecipients are required to submit a \$0 pay request to meet the submission schedule outlined in the agreement.
- ❖ Requests must be complete, properly signed, and submitted on time. Pay requests are submitted via the Neighborly portal.
- ❖ Pay requests may take 60 to 90 days to fully process and subrecipient to receive funds.
- ❖ If the agreement requires 10% retainage to be withheld from each pay request, it will be released upon completion of activities, final closeout monitoring and meeting the National Objective, if applicable. Subrecipient's failure to achieve the National Objective will require repayment of the funds.

## EXHIBIT B

### COLLIER COUNTY COMMUNITY & HUMAN SERVICES

#### SECTION I: REQUEST FOR PAYMENT

SUBRECIPIENT Name:

SUBRECIPIENT Address:

Project Name:

Project No: \_\_\_\_\_ Payment Request #

Total Payment Minus Retainage

Period of Availability: \_\_\_\_\_ through

Period for which the Agency has incurred the indebtedness \_\_\_\_\_ through

#### SECTION II: STATUS OF FUNDS

	Subrecipient	CHS Approved
1. Grant Amount Awarded	\$	\$
2. Total Amount of Previous Requests	\$	\$
3. Amount of Today's Request (Net of Retainage, if applicable)	\$	\$
4. Current Grant Balance (Initial Grant Amount Award request) (includes Retainage)	\$	\$

# Pay Requests

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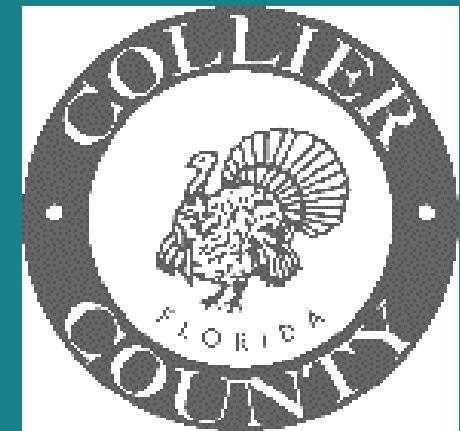
The subrecipient agreement outlines the required supporting documentation to be submitted with each pay request along with the submission schedule.

Examples of supporting documentation for payroll expenses

- ❖ Resume (first submission)
- ❖ Job description (first submission)
- ❖ Timesheets which includes hours charged to the grant, signed by employee and supervisor. We can provide a template if necessary.
- ❖ Payroll reports to include payroll tax liability
- ❖ Bank statements
- ❖ Include supporting documentation for all expenses. Additional backup documentation may be requested.
- ❖ Request a checklist from your Grant Coordinator to assist with pay request packet preparation.
- ❖ The County does not reimburse for benefits



# THANK YOU.



Tracey Smith  
(239) 252-1428  
[Tracey.Smith@collier.gov](mailto:Tracey.Smith@collier.gov)  
[www.collier.gov](http://www.collier.gov)  
[www.colliercountyhousing.com](http://www.colliercountyhousing.com)