

Notice of Funding Availability
September 30, 2009

The Lee County Department of Human Services, acting as Lead Agency, is seeking proposals from agencies active in the Lee County Homeless Continuum of Care (CoC). The total amount of funding available is \$137,514.

In addition to meeting requirements set forth by the US Department of Housing and Urban Development (HUD), the Supportive Housing Program (SHP) and/or Shelter Plus Care (S+C) Program guidelines must also be followed. These requirements and other requirements pertaining to the Notice of Funding Availability can be found at <http://www.hudhre.info/documents/FY2009CoCNOFA.pdf>.

Proposals submitted must meet the following project requirements:

- Applicant/sponsor/partner must be a nonprofit agency and participate in Homeless Management Information System (HMIS).
- Applicant/sponsor/partner must be a member of the Lee County CoC. Funding priority will be given to agencies actively participating in the Lee County Homeless Coalition.
- Project must create new permanent housing for people who are homeless.
- Projects may serve individuals or families who are homeless and disabled or individuals who are chronically homeless by the HUD definition. Projects that address people who are chronically homeless by the HUD definition will receive funding priority.
- Projects may be SHP projects or S+C projects.
- New SHP projects may have no more than 20 percent of the total eligible program activities (grant total minus administration costs up to five percent) used for case management. The remaining 80 percent must be used for eligible housing activities (acquisition, rehabilitation, new construction, leasing, or operations).
- Projects addressing needs expressed in the Lee County 10 Year Plan to End Homelessness will receive funding priority. The plan can be accessed at <http://dhs.lee-county.com/default.htm>.
- Projects that incorporate energy-efficiency measures in the design, construction, rehabilitation, and operation of housing or community facilities will receive funding priority.

Submissions must include the following information.

1. Project location, including Project Name, Street Address, City, State, and Zip Code.
2. Project summary, including target population served, number of new permanent housing units created, project completion time frame, and ways the project addresses the Lee County 10 Year Plan to End Homelessness. List the number of clients to be served, including number of people who are homeless (individuals and/or families), and/or number of individuals who are chronically homeless.
3. Provide a project budget in the format attached to this NOFA (Microsoft Excel). Include all funding as projects require matching funds. Please note that no CDBG funds have been authorized for match in this cycle. Match must be provided by and documented by each applicant agency.
4. Describe how applicant/sponsor/partner to the Lee County CoC has the necessary experience working with the homeless. Include narrative on the following: nonprofit status, membership information for the Lee County CoC, participation in the Homeless Coalition, and participation in HMIS.
5. Describe the applicant/sponsor/partner experience related to rehabilitation or new construction of permanent housing, if applicable. Describe construction standards to be used, including any energy-efficiency measures, if applicable.
6. Describe how the project will address case management needs of people who are chronically homeless, if applicable.
7. Describe how clients will be identified, including any client referrals received from the Homeless Prevention and Rapid Rehousing Program (HPRP) administered by the Lee County Department of Human Services or any client referrals received from the Lee County Triage Center.

The above information must be submitted by email by 5:00 p.m. on Wednesday, October 7, 2009 to ccalfee@leegov.com. Attachments must be in Microsoft Word and be limited to five pages. Budget worksheets must be attached in Microsoft Excel and must utilize the provided format. Any questions about the submission of the information or requests for budget worksheets can be directed to Cyndy Calfee at ccalfee@leegov.com or at 239-533-7958. These documents can be made available in alternative accessible formats upon request.

If agencies meet initial funding requirements, the contact person listed will be notified of additional information required for the completion of the CoC Exhibit 2 on Thursday, October 8, 2009.

The information required for the completion of the CoC Exhibit 2 must be submitted by Tuesday, October 13, 2009.

Agencies that successfully complete all information needed for the Exhibit 2 will have the opportunity to present the project to the Lee County Homeless Coalition Citizen Prioritization Committee Meeting on Thursday, October 15, 2009.