



Florida Recovery Housing Program (RHP)

Application Form and Instructions

Applicant: _____
(Name of Applicant)

Application Due Date: October 14, 2022

Total Funding Request: \$ _____

Mailing Address: Florida Department of Economic Opportunity
Bureau of Small Cities and Rural Communities
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405

Web: <http://www.FloridaJobs.org/RHP>

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Part I – Applicant Profile

Applicant Contact Information:

Entity Name:		
Street Address:		
Mailing Address (if different):		
City:	Zip Code:	County:
Main Telephone:	Main Facsimile:	Federal ID Number:
Unique Entity Identifier in SAM.gov:	Entity's Name in SAM.gov:	

Chief Executive Officer/Chief Elected Official:	Title:
Telephone:	Facsimile:
E-mail Address:	

Chief Financial Officer:	Title:
Telephone:	Facsimile:
E-mail Address:	

Applicant Project Contact:	Title:
Street Address:	
City:	Zip Code:
Direct Telephone:	Facsimile:

E-mail Address:		
Application Preparer Information		
Preparer's Name:	Organization Preparing Application: <input type="checkbox"/> Local Government <input type="checkbox"/> Public/Private Nonprofit <input type="checkbox"/> Private Consultant	
Street Address:		
City:	State:	Zip Code:
Telephone:	Facsimile:	
E-mail Address:		

Consultant Information (if applicable)		
Consultant's Name:		
Street Address:		
City:	State:	Zip Code:
Telephone:	E-mail Address:	

Demographics		
U.S. Congressional District Number:	Florida Senate District Number:	Florida House District Number:
Service Area Census Tract(s) and Block Group(s):		

Answer the following questions by clicking on the correct check box.		
Historic Preservation Will the project impact a building, public improvement or planned open space that is 50 or more years old? If yes, include the documentation specified in the application instructions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interlocal Agreement For local government applicants: will project activities require an interlocal agreement? If yes , the interlocal agreement(s) must be included.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
State of Financial Emergency For local government applicants: is the local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50 – 218.504, Florida Statutes? Check at http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&Directory=committees/joint/Jcla/&Tab=committees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use of Subrecipients Will the applicant be using a subrecipient to carry out the project activity? If yes, complete the subrecipient information chart below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Subrecipient Name:		
Street Address:		
Mailing Address (if different):		
City:	Zip Code:	County:
Main Telephone:	Main Facsimile:	Federal ID Number:
Subrecipient Unique Entity Identifier in SAM.gov:	Subrecipient Name in SAM.gov:	
Subrecipient Project Contact:	Title:	
Direct Telephone:		

Part II – Project Narrative and Timeline

Describe the proposed project and provide a detailed proposed timeline as outlined in the application instructions.

Project Description

Proposed Timeline

Task/Activity Description	Task/Activity Duration	Deliverable

Part III – National Objective and Beneficiaries

<p>Service Area Describe the service area in which the applying entity operates and provide a detailed map as outlined in the application instructions.</p>		
<p>Presumed LMI Groups Will the project target one of the following presumed LMI groups?</p> <ul style="list-style-type: none"> • Senior citizens (people who are 62 years of age or older) • Migrant farm workers • Abused children • Battered spouses • Severely handicapped adults • Homeless persons • Illiterate adults • Persons with AIDS • Persons who meet the federal poverty limits • Persons who are insured by Medicaid <p>If yes explain which group, and how many beneficiaries in total are expected to be served.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Other Limited Clientele Groups Will the project target a group other than one of the presumed LMI groups listed above? If yes, provide a description of the targeted group and how the applicant plans to document that at least 51 percent of the beneficiaries served will be LMI, as outlined in the application instructions. Explain how many beneficiaries in total are expected to be served.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part IV – Project Budget

ACTIVITY	RHP FUNDS	OTHER FUNDING SOURCES	TOTAL
Engineering	\$	\$	\$
Additional Engineering	\$	\$	\$
Acquisition	\$	\$	\$
Public Facilities and Improvements	\$	\$	\$
Lease, Rent, and Utilities	\$	\$	\$
Rehabilitation/Reconstruction of Single-Unit Residential Buildings	\$	\$	\$
Rehabilitation/Reconstruction of Multi-Unit Residential Buildings	\$	\$	\$
Rehabilitation/Reconstruction of Public Housing	\$	\$	\$
Relocation Costs	\$	\$	\$
New Construction	\$	\$	\$
TOTAL	\$	\$	\$

Provide an explanation of the proposed project budget, including the basis and assumptions behind the activity cost calculations.

Part V – Applicant Capacity and Experience

Entity Experience and Capacity

Describe projects successfully carried out by the applying entity that are similar to the one(s) being proposed in Part II and describe the entity's capacity to carry out the project as detailed in the application instructions. If a subrecipient is being used to carry out the project, describe their experience and capacity as well.

Key Personnel Experience and Capacity

List the team members that will primarily be responsible for carrying out the project and then detail their experience and capacity to successfully carry out the project as outlined in the application instructions.

NAME	TITLE	ORGANIZATION	PROJECT EXPERIENCE	PROJECT CAPACITY

Part VI – Financial Need and Demand

Provide documentation that demonstrates the applying entity’s financial need for RHP funding and the current level of demand for the proposed project in the service area defined in Part III. The documentation should follow the guidelines in the application instructions.

Part VII – Citizen Participation

Citizen Participation – Public Hearings Local government applicants must conduct one public hearing prior to submission of the application. Documentation of the citizen participation activities must be included as described in the application instructions.	
List the date that the public notice for the public hearing was published:	List the date when the public hearing was held:
Summarize any comments received from the public and the local government’s response to those comments:	

Part VIII – Sources and Uses of Non-RHP Funds

Source	Amount Contributed	Type (Loan, Grant, Local Government Funds, Donated Land, or Other Funding)
	\$	
	\$	
	\$	
	\$	
	\$	
Totals	\$	

Part IX – Procurements

Administrative Costs Will the applicant be using RHP funds to pay for administrative costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , will administrative funds be used to pay for third-party professional services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , have professional services already been procured? (Include the documentation outlined in the application instructions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Engineering Costs Will the applicant be using RHP funds to pay for engineering costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , will engineering funds be used to pay for third-party professional services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes , have professional services already been procured? (Include the documentation outlined in the application instructions)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part X – Application Authorization

I, the undersigned chief executive officer, chief elected official, or authorized representative of the applicant, certify that, to the best of my knowledge, this Florida Recovery Housing Program Application for Funding was prepared in accordance with state and federal rules and regulations and contains information that is true and correct.

Signature of Chief Executive Officer, Chief Elected Official, or Designee
Signature: _____
Typed Name and Title:
Date:
If signed by a person other than the chief executive officer, chief elected official, or a signature authorization must be included.

Signature of Application Preparer if not an employee of the Applicant
Signature: _____
Typed Name and Title:
Name of Firm or Agency:



Florida Recovery Housing Program (RHP)

Application Instructions

Part I – Applicant Profile

The application profile must reflect the requested information about the applicant, including demographics and the person who prepared the application. The applicant’s name as it appears in the SAM.gov system must be included in the appropriate box on page 2 of the application.

Historic Preservation

Answer “Yes” if any project activity will result in one of the following:

- Direct physical changes to a structure 50 or more years old, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation.
- Direct physical changes to public improvements 50 or more years old, such as stone curbs or brick streets.
- Direct physical changes to a planned open space 50 or more years old, such as a park or plaza.
- Project activities occurring within 100 feet of a structure, public improvement, or planned open space 50 or more years old.
- Project activities occurring in a Historic District listed on the National Register of Historic Places.

If this question is answered “Yes,” proceed as follows:

- Contact the State Historic Preservation Office (SHPO) during the application planning process. Properties listed, or eligible for listing, in the National Register of Historic Places must be designed in accordance with the recommended approaches in the ***Secretary of the Interior’s Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings*** (U.S. Department of the Interior, National Park Service). This publication and technical assistance may be obtained from the SHPO, 500 South Bronough Street, Tallahassee, Florida 32399-0250.
- Provide original photographs to SHPO that can be used to determine the historical/architectural significance of the property. Photographs must show each side of the structure and general views of the property in its surroundings; they should be identified by street address and keyed to the service area map. If potentially significant historic properties are identified, SHPO will recommend the appropriate approach.
- Provide the following documentation:
 - The location/address.
 - The construction date.
 - The activity affecting the historic property.
 - The results of any pre-application discussions with SHPO regarding the potential impact of the proposed project on historic properties.

Interlocal Agreements

Indicate whether or not activities will require an interlocal agreement. If activities will take place, or services will be extended or provided, outside of the local government applicant’s jurisdiction, include an interlocal agreement signed by the chief elected officials, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved).
- The purpose of the interlocal agreement.
- A delineation of the cooperation between the parties involved.
- A description of the activities and the service area(s).

- The amount of funds being committed (and associated terms).
- A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions.

1. Prior to application submission, a written interlocal agreement shall be executed by all local governments in whose jurisdictions the RHP activities will be undertaken. The interlocal agreement must authorize the applying local government to undertake the activities outside its jurisdiction, giving the concurrence of the other local government(s) with the activity and committing resources by one or more local governments, or some other entity which has provided written assurance, to maintain the activity. Such an interlocal agreement must be submitted with the Application for Funding.
2. Each local government signing an interlocal agreement shall affirm that all activities, project areas, and service areas are not inconsistent with its comprehensive plan.
3. Any activity carried out by a local government recipient of RHP program funds must significantly benefit residents of that local government recipient, and the unit of local government must determine that the activity is meeting its needs in accordance with [Section 106\(d\)\(2\)\(D\)](#) of the Housing and Community Development Act of 1974. For an activity to significantly benefit residents of the recipient jurisdiction, the CDBG funds expended by the unit of general local government must not be unreasonably disproportionate to the benefits to its residents. Applicants must have legal authority to undertake such activities and be supported by a signed interlocal agreement executed by both eligible local governments.

State of Financial Emergency

Indicate if the applicant is a unit of local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50-218.504, Florida Statutes.

Use of Subrecipients

If the applicant intends to use a subrecipient to carry out the activity, complete all requested subrecipient information fields. Subrecipients differ from contractors or consultants. Under most circumstances, the distinction between a contractor and a subrecipient is clear. A development firm hired to construct a new building is a contractor, whereas a corporation providing services at the building is a subrecipient. While a subrecipient can be designated by the applicant, contractors must be procured according to the requirements of 2 CFR 200.

Part II – Project Narrative and Timeline

Project Narrative

Provide a narrative description of each proposed activity. Applications proposing more than one activity must include a narrative for each activity. Keep in mind that, regardless of what type of project is being proposed, the goal must be to provide stable, temporary housing to individuals in recover from a substance use disorder, as defined in DEO’s Recovery Housing Program Guidelines. The narrative description should described how this goal is being met and should also including the following minimum information:

- Quantity of the activity

- If funds from other sources are being used, describe how the funds will be used
- Location of the activity within the service area
- Cost of the activity

Project Timeline

Outline each step of the project, from being awarded a subgrant to closing out the agreement. Include any applicable environmental review and procurement steps. Provide an estimate of how long each step of the process will take, in months, and briefly justify each estimate. Note that 30 percent of RHP funds must be expended within six months and that 100 percent must be expended by September 1, 2027. The proposed timeline should demonstrate how the applicant will meet these benchmarks.

Part III – National Objective and Beneficiaries

Activities receiving RHP funding must meet the Low- to Moderate-Income (LMI) limited clientele national objective as modified by [Federal Register FR-6225-N-01](#), and cannot qualify with any other national objective defined in the CDBG program. LMI limited clientele projects serve a targeted group within a service area.

The applicant must define the service area it serves, either by identifying the jurisdiction of a local government it operates within or by describing the geographic bounds of the service area. The application must also include a detailed service area map, which should include:

- A scale
- A north arrow
- The boundaries of the service area
- The specific location of the project activity within the service area
- The location of applying entity’s administration building, if it is within the service area and is different from the project location
- Street names and landmarks within the jurisdiction

If the beneficiary group targeted in the project is one of the ten “presumed LMI” groups listed in the application, no further documentation will be needed to meet the national objective because those groups are assumed to be primarily LMI. If the project is targeting a different group of beneficiaries, the application will need to identify what group that is. For example, the project may target individuals in recovery from a substance use disorder in general, or it may target a more specific group such as veterans. If the project targets a non-presumed LMI group, the applicant must explain how it plans to document that at least 51% of the individuals served throughout the project are LMI, for example in-take documents or pre-qualification in other programs that fall within the LMI limits.

Regardless of what group is targeted in the project, the application should provide an estimate of the total number of individuals that will benefit from the project activities.

Part IV – Project Budget

Complete the budget table included in the application based on the type of activity being applied for. If funds from another source are being used to assist with a particular activity, those funds should be listed separately from the RHP funds. Below is a brief explanation of each activity:

- **Engineering:** May include professional services for construction planning and design, construction engineering, and inspections.
- **Additional Engineering:** Engineering services outside the scope of the general Engineering category detailed above. These services are subject to review and approval by DEO.
- **Acquisition:** Acquiring real property under [24 CFR 570.201\(a\)](#) or [Section 105\(a\)\(1\)](#) of the HCD Act.
- **Public Facilities and Improvements:** Construction, reconstruction, rehabilitation, or installation of public facilities and improvements, as described in [24 CFR 570.201\(c\)](#) or [Section 105\(a\)\(2\)](#) of the HCD Act.
- **Lease, Rent, and Utilities:** Payments for lease, rent, utilities, and associated costs (such as fees) in support of providing stable, temporary housing, made on behalf of an individual in recovery from a substance use disorder, as defined in DEO's Recovery Housing Program guidelines. Payments may not be made directly to the benefitting individual. These payments must not have been previously paid from other sources and the payments must result in either a new service and/or a quantifiable increase in the level of an existing service above that which has been provided in the 12 calendar months prior to HUD's approval of DEO'S RHP Action Plan.
- **Rehabilitation/Reconstruction of Single-Unit Residential Buildings:** The rehabilitation or construction of publicly- or privately-owned buildings and improvements eligible under [24 CFR 570.202\(a\)\(1\)](#) or [Section 105\(a\)\(4\)](#) of the HCD Act.
- **Rehabilitation/Reconstruction of Multi-Unit Residential Buildings:** The rehabilitation or construction of publicly- or privately-owned buildings and improvements with two or more permanent residential units that otherwise comply with [24 CFR 570.202\(a\)](#) or [Section 105\(a\)\(4\)](#) of the HCD Act.
- **Rehabilitation and Construction of Public Housing:** Rehabilitation or reconstruction of buildings and improvements owned and operated by a public housing authority to the extent eligible under [24 CFR 570.201\(i\)](#) and [Section 105\(a\)\(11\)](#) of the HCD Act.
- **Relocation:** Costs associated with relocation payments and other assistance for individuals and families permanently or temporarily displaced as a result of activities carried out with RHP funds, to the extent eligible under [24 CFR 570.201\(i\)](#) and [Section 105\(a\)\(11\)](#) of the HCD Act.
- **New Construction:** The construction of new housing.

Applicants must also detail how they determined the total estimated project budget and upload any documentation used to make the determination. The written explanation should detail how the proposed budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project. There is no specific format for providing budget assumption documentation, but it should clearly correspond with the type of activities and their associated costs entered in the budget table. The documentation should also demonstrate that the applicant has carefully considered the financial aspects of the project and has a solid rationale for the amount of RHP funding being requested. Note that administrative

expenses are not reimbursable under RHP. However, activity delivery costs are acceptable and can be included in the activity budget.

Part V – Applicant Capacity and Experience

Describe the experience of the applying entity and the subrecipient (if applicable) in carrying out activities similar to what is proposed in the Project Narrative. Describe how long the entity has been providing services to individuals in recovery from substance use disorders and any similar projects it has carried out in the past. The entity's capacity to carry out a project assisted with federal funds should also be described. Describe the entity's fiscal management structure, financial controls, and process for managing grant funds. Describe any past experience with federally-funded projects and how the entity complied with federal regulations. Describe the entity's process for preparing and managing the quality and accuracy of reporting on grant outcomes. Documentation to support success in prior projects may be included with the application.

Identify the personnel that will be primarily responsible for carrying out the project. Similar to the information provided for the entity itself, explain how long each team member has been involved in providing services to individuals in recovery from substance use disorders and any similar projects they have been involved in. Explain their capacity to comply with state and federal regulations and successfully manage the project to ensure the timely expenditure of funds. Documentation to support success in prior projects may be included with the application.

Part VI – Financial Need and Demand

Provide financial documents that establish the entity's financial need for RHP funding. There is no specific type of documentation that is required, but the records should show how many funds the entity has available after paying for all of its regular functions (in other words, how many funds the entity has on its own to contribute towards the project). The difference between the amount of funds available to the entity for the project and the total project cost described in Part IV will be considered when evaluating applications.

Provide data that illustrates the current number of individuals with a substance use disorder in the service area defined in Part III. Compare this data with data such as housing occupancy rates or the affordability of services for individuals with a substance use disorder in the same service area. The documentation should clearly demonstrate a gap between the current demand for housing or services for individuals with a substance use disorder in the service area and the current capacity to provide that housing or those services.

Part VII – Citizen Participation

Local government applicants are required to follow the citizen participation requirements of 24 CFR 570.486(a)(1) through (a)(7). One public hearing must be held prior to the submission of the application. The public hearing must be advertised in a local newspaper at least five days prior to the public hearing being conducted. At a minimum, the advertisement should include:

- Information on how much RHP funding is available.
- The range of activities that may be undertaken.
- The location the public hearing is taking place and at what time.
- Resources that handicapped individuals can use to access the public hearing.
- The address, phone number, and times for submitting comments and complaints regarding the application.

The public hearing must cover the needs of the community and a proposed activity must be developed during the hearing. The following documentation must be included with the application:

- A copy of the required public hearing notice.
- An affidavit of publication for the public hearing notice.
- A certified copy of the minutes from the public hearing.
- A sign-in sheet (or similar attendance documentation) from the public hearing.
- Responses to any complaints made demonstrating that they were provided within 15 days of the complaint being made.

A second public hearing will be conducted at some point during the project for the purpose of reviewing program performance.

Part VIII – Sources and Uses of Non-RHP Funds

Applicants are not required to contribute their own or outside funding to their RHP project. However, if other sources of funding are required to complete the project, documentation that those funds have been secured and pledged toward the project must be included with the application. For example, an award letter for other grant funds or a resolution for local government funds.

Part IX – Procurements

In order for professional services to be paid with RHP funds, they must have been procured pursuant to 2 CFR section 200.317-326. If DEO determines that the procurement or contracting process did not meet program requirements, or that an expense is ineligible, the associated expense(s) will be disallowed.

The following documentation must be included with the application in order to demonstrate that professional services were procured in accordance with program requirements:

- A copy of the Request for Proposals/Qualifications.
- A copy of the RFP/RFQ advertisement, including efforts to solicit bids from M/WBE firms.
- The ranking sheets used to select the administrative/engineering services firm.
- A copy of the contract between the applicant and the administrative/engineering services firm.

Supporting Documentation Summary

- Communications with the State Historic Preservation Office (SHPO), if applicable
- Interlocal Agreements, if applicable
- Service Area Map
- Budget Assumption documentation
- Prior Projects documentation
- Financial documentation establishing a need for RHP funding
- Current Service Area Demand and Capacity documentation
- Public Hearing advertisement and Publisher's Affidavit, if applicable
- Certified Public Hearing Minutes, if applicable
- Public Hearing Sign-in Sheet (or equivalent), if applicable
- Documentation that other funds needed to complete the project have been secured
- Professional Services RFP/RFQ and advertisement, if applicable
- Professional Services ranking sheets, if applicable
- Professional Services contract, if applicable
- Signature Authorization documentation, if applicable