



**U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
Region IV, Miami Field Office  
Brickell Plaza Federal Building  
909 SE First Avenue, Room 500  
Miami, FL 33131-3042**

September 21, 2023

Mr. Roger Mercado, Director  
Lee County Board of County Commissioners  
Lee County Department of Human Services  
2440 Thompson Street  
Fort Myers, FL 33901

**SUBJECT:** HUD's Continuum of Care Program (CoC)  
New CoC: FL-603: Lee County  
Transmittal of one (1) Grant Agreement for FY 2022 funding  
Project Name: 2022 CoC Planning  
Project Number: FL0985L4D032200

Dear Mr. Mercado,

Congratulations on your selection for funding under the Department of Housing and Urban Development's (HUD) FY 2022 Homeless Assistance Grants competition. Addressing homelessness is one of the Department's top priorities and your projects will make a significant contribution toward developing a continuum of care system in your community. This letter sets out the process by which you can receive your funding.

**\*\*\*PLEASE NOTE PROCESSING INSTRUCTIONS\*\*\***

Enclosed, please find the grant agreement for the above referenced grant for your Continuum of Care (CoC) Program. To help us expedite this process and prevent any delays with the processing of your grants, please follow the instructions in this letter.

Please sign the grant agreement, keeping the original for your records, and RETURN one (1) executed PDF version to: [Fiordaliza.Bustamante@hud.gov](mailto:Fiordaliza.Bustamante@hud.gov) and [Dana.K.Sibley@hud.gov](mailto:Dana.K.Sibley@hud.gov) .

*HUD's mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.*

[www.hud.gov](http://www.hud.gov)

[espanol.hud.gov](http://espanol.hud.gov)

When you submit your grant agreement, you must indicate if your banking information in e-LOCCS is current. If there has been a change in your banking information, you MUST complete and submit a Direct Deposit Sign-up Form (SF-1199A) AND provide a blank check marked CANCELED or VOID. For grantees that use electronic banking, you may also provide either a voided deposit slip or a letter from the bank, on bank letterhead to substitute for a voided check. Failure to provide this information could result in delays. A copy of the form is available at: [https://www.hud.gov/program\\_offices/cfo/loccs\\_guidelines#2](https://www.hud.gov/program_offices/cfo/loccs_guidelines#2).

In addition, please make sure your Unique Entity ID (UEID) number is active in the System for Award Management (SAM). You can check your SAM status at this link: <https://www.sam.gov/SAM/>.

Should you have any questions about how to proceed on the execution of your grant, please contact Dana Sibley, CPD Representative at (305) 520-5021 or via email message at: [Dana.K.Sibley@hud.gov](mailto:Dana.K.Sibley@hud.gov) .

Sincerely,

*Lisa Bustamante /s/*

Matthew King  
Acting Director  
Office of Community Planning & Development

Enclosures



U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
909 SE First Avenue  
Miami, FL 33131

**Grant Number: FL0985L4D032200**  
**Recipient's Name: Lee County Board of County Commissioners**  
**Tax ID Number: 59-6000702**  
**Unique Entity Identifier [SAM]: SS8JCN35XH77**  
**Federal Award Date: 9/21/2023**

**CONTINUUM OF CARE PROGRAM (CDFA# 14.267)  
GRANT AGREEMENT**

This Grant Agreement ("this Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and Lee County Board of County Commissioners (the "Recipient"). This Agreement, the Recipient's use of funds provided under this Agreement (the "Grant" or "Grant Funds"), and the Recipient's operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2022 (Pub. L. 117-103, approved March 15, 2022);
2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the "Act");
3. the Continuum of Care Program rule at 24 CFR part 578 (the "Rule"), as amended from time to time;
4. and the Notice of Funding Opportunity for the fiscal year in which the funds were awarded; and
5. the Recipient's application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the "Application").

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control. Capitalized terms that are not defined in this agreement shall have the meanings given in the Rule.

HUD's total funding obligation authorized by this grant agreement is \$107,405, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

<b>Grant No.</b>	<b>Grant Term</b>	<b>Performance Period</b>	<b>Total Amount</b>
FL0985L4D032200		10/01/2023 - 09/30/2023	\$107,405
a. Continuum of Care planning activities			\$107,405
b. Acquisition			\$0
c. Rehabilitation			\$0
d. New construction			\$0
e. Leasing			\$0
f. Rental assistance			\$0
g. Supportive services			\$0
h. Operating costs			\$0
i. Homeless Management Information System			\$0
j. Administrative costs			\$0
k. Relocation Costs			\$0
l. HPC homelessness prevention activities:			
Housing relocation and stabilization services			\$0
Short-term and medium-term rental assistance			\$0

## Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.

For any transition project funded under this Agreement the budget period and performance period of the transition project(s) will begin immediately at the end of the Recipient's final operating year under the grant being transitioned. Eligible costs, as defined by the Act and the Rule incurred between the end of Recipient's final operating year under the grant being transitioned and the execution of this Agreement may be paid with funds from the first operating year of this Agreement.

HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

The Recipient must complete the attached "Indirect Cost Rate Schedule" and return it to HUD with this Agreement. The Recipient must provide HUD with a revised schedule when any change is made to the rate(s) included in the schedule. The schedule and any revisions HUD receives from the Recipient will be incorporated into and made part of this Agreement, provided that each rate included satisfies the applicable requirements under 2 CFR part 200 (including appendices).

This Agreement shall remain in effect until the earlier of 1) written agreement by the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the budget period and performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of Grant Funds for all projects funded under this Agreement.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

Build America, Buy America Act. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

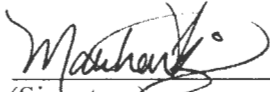
The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,  
Secretary of Housing and Urban Development**

By:

  
(Signature)

Matthew King, Acting CPD Director  
(Typed Name and Title)

09/21/2023  
(Date)

**RECIPIENT**

Lee County Board of County Commissioners  
(Name of Organization)

By:

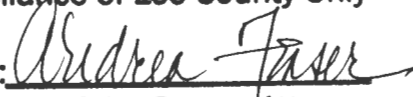


(Signature of Authorized Official)

Brian Hamman, Chair, Board of County Commissioners  
(Typed Name and Title of Authorized Official)

9/27/23  
(Date)

**Approved as to Form for the  
Reliance of Lee County Only**

By:   
Office of the County Attorney

**Indirect Cost Schedule**

<b>Agency/Dept./Major Function</b>	<b>Indirect Cost Rate</b>	<b>Direct Cost Base</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This schedule must include each indirect cost rate that will be used to calculate the Recipient's indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR §200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Base Allocation Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

To learn more about the indirect cost requirements, see 24 CFR 578.63; 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).



The attached document has been approved by the Board of County Commissioners. Please review the instructions below and forward to the appropriate office when complete.

**Meeting Date:** 04/18/2023

**Agenda Item #:** C12

**Agenda Item Title:** Accept Continuum of Care Grant Funds from HUD

(1) Grant Agreement – CASL RTF II Permanent Supportive Housing  
Project No. FL0986L4D032200

(1) Grant Agreement – 2022 CoC Planning  
Project No. FL0985L4D032200

Department	Instructions
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<b>County Attorney</b>	Please review the attached document(s) at the <b>BLUE</b> sticker. If you have any questions concerning the document(s), contact the originating department.
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After completion, forward to the **CHAIR/VICE CHAIR** for signature.

<b>Chair/Vice Chair</b>	Sign the attached document(s) at the <b>RED</b> sticker.
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After completion, forward to the **MINUTES OFFICE** for execution.

<b>Minutes Office</b>	Execute the attached document(s).
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After document(s) are completely executed, return the remaining originals to **Laurel Chick, County Administration** for distribution.

Date out from Administration: 09/22/23

Return to Dept.  Novus

2023 SEP 22 AM 9: 29  
 RECEIVED BY  
 LEE CO. ATTORNEY

2023 SEP 27 PM 4: 30

RECEIVED  
MINUTES OFFICE



## AGENDA ITEM REPORT

**DATE:** April 18, 2023  
**DEPARTMENT:** Human and Veteran Services  
**REQUESTER:** Roger Mercado  
**TITLE:** Accept Continuum of Care Grant Funds from HUD

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### I. MOTION REQUESTED

- A) Accept \$2,012,619 in Continuum of Care (CoC) grant funds from U.S. Department of Housing and Urban Development (HUD).
- B) Approve budget amendment resolution to add \$2,012,619 in grant funds to the 2022-2023 budget.
- C) Authorize Chair, on behalf of the Board, to execute U.S. Department of Housing and Urban Development (HUD) grant agreements, sub-recipient contracts, and future necessary amendments that do not substantially change the overall intent of the agreement/contract, once received.
- D) Authorize County Manager or designee to sign grant/project reports.

### II. ITEM SUMMARY

Accepts U.S. Department of Housing and Urban Development (HUD) Continuum of Care funds for the fiscal year 2022-2023 budget. Funding will provide housing and services to persons who are experiencing homelessness. Funds are administered by Human and Veteran Services and local non-profit agencies. Approximately 561 persons will be provided information, referrals, housing and supportive services. The total allocation of \$2,012,619 will be expended during fiscal years 2023 and 2024.

### III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History  
 Pursuant to 24 CFR Part 578, and as approved by the Board of County Commissioners at the September 20, 2022 meeting (Agenda Item 11), Lee County submitted an application for HUD Continuum of Care funds on September 30, 2022.  
 HUD awarded Continuum of Care funds on March 28, 2023, and is in the process of preparing grant agreement for execution with Lee County. Funding will be available upon execution of these agreements.
- B) Policy Issues  
 Lee County Administrative Code 3-17 requires Board approval for all grant applications and awards.
- C) BoCC Goals  
 Meets requirements for grant funding, which provides for Human Services in Lee County. Funding addresses housing and service needs for persons experiencing homelessness in Lee County, as identified in the Homeless Continuum of Care Strategic Plan.
- D) Analysis  
 The Lee County Continuum of Care (CoC) includes local governments, agencies, advocates, and program users who collectively plan and implement programs to serve persons who are homeless and at risk of homelessness in Lee County. The Lee County Homeless Coalition and Lee County Human and Veteran Services coordinate this effort, and the County officially submits an annual grant application for HUD CoC funding as the "Collaborative Applicant." This federal funding provides housing and services for persons who are experiencing homelessness in Lee County, and has been accepted and utilized in Lee County since 1995.  
 On September 20, 2022, the Board approved Agenda Item #11, which authorized the submission of the 2021 U.S. Department of Housing and Urban Development (HUD) CoC funding application.  
 HUD announced 2022 CoC awards on March 28, 2023, and budget must be established to commit and expend the awarded funds. This award provides funding for eight (8) projects.
- Five (5) permanent supportive housing projects operated by Community Assisted and Supported Living (CASL),
  - One (1) permanent housing project for victims of domestic violence administered by Catholic Charities Diocese of Venice,
  - One (1) planning project administered by Human and Veteran Services, and
  - One (1) project to facilitate coordinated entry administered/operated by Human & Veteran Services and a community nonprofit agency.

The acceptance of this funding will require the execution of six (6) sub recipient contracts with two (2) nonprofit agencies (sub-recipients) as follows:

- Community Assisted and Supportive Living, Inc: Supportive Services in the amount of \$128,157, to provide case management, other client services and permanent supportive housing minimum of 17 individuals who have been

homeless for long periods and have a severe and persistent mental illness.

- Community Assisted and Supportive Living, Inc: Permanent Supportive Housing in the amount of \$171,458, to provide case management, other client services and permanent supportive housing for 11 individuals who have been homeless for long periods and have a severe and persistent mental illness.
- Community Assisted and Supported Living, Inc: Rental Assistance in the amount of \$199,656, to provide rental subsidies for 27 individuals residing in permanent supportive housing who have been homeless for long periods and have a severe and persistent mental illness.
- Community Assisted and Supported Living, Inc: RTF II Permanent Supportive Housing in the amount of \$688,074, to provide permanent supportive housing in an assisted living format for 16 individuals who have been homeless for long periods and have a severe and persistent mental illness.
- Community Assisted and Supported Living, Inc: Permanent Supportive Housing Scattered Site Rental Assistance in the amount of \$296,143, to provide rental subsidies for 40 individuals residing in permanent supportive housing who have been homeless for long periods and have a severe and persistent mental illness.
- Catholic Charities Diocese of Venice: Domestic Violence Rapid Rehousing in the amount of \$256,726, to provide rental subsidies and supportive services for 30 households who have survived domestic violence.

In addition to funding being contracted with sub-recipients, Lee County Human and Veteran Services will administer the following awards:

- \$165,000, in Support Services-Coordinated Entry funds to support salary and benefit costs for existing Coordinated Entry Coordinator staff and to operate the Coordinated Entry System for Lee County. The Coordinated Entry Coordinator is responsible for ensuring that persons referred through the Coordinated Entry System are prioritized for and connected with housing and services. The Coordinated Entry System, serves as the single point of entry for persons who are experiencing homelessness to access permanent housing resources. Individuals and families experiencing homelessness who contact Coordinated Entry will be assessed and prioritized for housing and services. An estimated 2865 individuals or families experiencing homelessness will be linked to housing and/or services through Southwest Florida Connect
- \$107,405, in CoC planning grant funds to support the salary and benefit costs for CoC management staff that will carry out activities that will increase CoC collaboration and enhance project outcomes.

The total award is \$2,012,619 and requires a 25% match, which is met through sub-recipient cash or in-kind contributions, other grant funds, and County General Funds already being used to support existing staff's salaries.

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$2,012,619
B)	Is this item approved in the current budget?	No
C)	Is this a revenue or expense item?	Revenue
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Federal Grant through Continuum of Care Program Program: U.S. Housing and Urban Development (HUD) Project: Continuum of Care Account Strings: 11136013829	
G)	Fund Type?	General Fund, Other: 24 CFR Part 578 Continuum of Care Program
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

HUD announced 2022 CoC awards on March 28, 2023.

The HUD grant agreements will need to be signed by the BOCC Chair upon receipt from HUD.

The sub-recipient contracts have varying effective dates, as noted below. Contracts are prepared using a template approved by Lee County's Risk Management and Attorney's Offices, which includes the specific HUD Agreement for the project and applicable federal requirements. Prior to submission to the Chair for signature, the prepared contract will be signed by the agency, and reviewed for legal sufficiency by the Lee County Attorney's Office and by Risk Management for applicable insurance requirements. Any balance of grant funds remaining at the end of the fiscal year will be carried over to FY 2022-2023.

Effective dates of sub recipient contracts:

- Community Assisted and Supported Living, Inc Rental Assistance - April 1, 2023
- Community Assisted and Supported Living, Inc Permanent Supportive Housing – October 1, 2023
- Community Assisted and Supported Living, Inc Supportive Services - June 1, 2023
- Community Assisted and Supported Living, Inc Permanent Supportive Housing Scattered Site– October 1, 2023
- Community Assisted and Supported Living, Inc RTF II Permanent Supportive Housing– October 1, 2023
- Catholic Charities Diocese of Venice DV Rapid Re-Housing – October 1, 2023

Effective dates of Human and Veteran Services contracts:

- Supportive Services-Coordinated Entry – October 1, 2023
- CoC Planning Grant – June 1, 2023

## VII. FOLLOW UP

1. The Board Chair will need to sign the following:
  - a. Sub-recipient contracts once prepared, and if necessary, approve any future amendments to the contracts, for this and previous fiscal years, that do not substantially alter the original intent of the contract.
2. Human and Veteran Services staff will administer and oversee CoC projects throughout the program year.

### ATTACHMENTS:

Description	Upload Date	Type
<a href="#">Budget Resolution Request</a>	3/31/2023	Budget Amendment
<a href="#">Budget Amendment</a>	4/10/2023	Budget Amendment
<a href="#">041823R-C-12-RESO 23-04-22 Budget Amendment</a>	4/20/2023	Resolution

### REVIEWERS:

Department	Reviewer	Action	Date
Human and Veteran Services	Isley, Rae	Approved	4/10/2023 - 10:29 AM
Human and Veteran Services	Mercado, Roger	Approved	4/10/2023 - 11:10 AM
Budget Services	Henkel, Anne	Approved	4/10/2023 - 12:22 PM
Budget Services	Winton, Peter	Approved	4/10/2023 - 2:22 PM
County Attorney	Fraser, Andrea	Approved	4/10/2023 - 2:42 PM
County Manager	Mora, Marc	Approved	4/10/2023 - 5:05 PM