



REQUEST FOR FUNDING PROPOSAL (RFP)
FY 25/26 FUNDS
US Department of Housing & Urban Development (HUD)
HOME Investment Partnership (HOME)

RFP Release Date: December 6, 2024
Proposal Due Date: 3:30 p.m. January 6, 2025

It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.
Applications received after 3:30 p.m. will be returned to the applicant and will not be considered.

Method of delivery - Submit 5 copies of the application using a binder clip, three-hole punched on the left side. Please include an electronic copy of your application on a USB. No staples or bound copies please.

Submit Proposals to:

City of Palm Bay
Community & Economic Development
Attn: Denise Carter
120 Malabar Rd. SE
Palm Bay, FL 32907

This Document can be made available in alternative accessible formats upon request.

City of Palm Bay
Community & Economic Development
120 Malabar Rd. SE
Palm Bay, Florida 32907

Denise Carter
Housing Administrator
(321)952-3400 Ext 3408
Denise.Carter@palmbayflorida.org
OR

Elena Sarazua
Senior Housing Specialist
Elena.sarazua@palmbayflorida.org

INTRODUCTION

The City of Palm Bay, in partnership with Brevard County, designated as the lead agency and the cities of Melbourne, Cocoa, and Titusville receive HOME funds through a consortium. The Brevard County HOME Consortium (Consortium) brings together the cities and the unincorporated areas of the County.

The City of Palm Bay and its Community & Economic Development Department is soliciting proposals from nonprofit organizations for viable projects through a competitive application process. The U.S. Department of Housing & Urban Development (HUD), HOME Investment Partnership (HOME) funding requirements are applicable to this solicitation and entire process. Funds will be available to assist nonprofit organizations to increase the amount of affordable rental or homeownership housing. The City expects to receive an estimated \$227,234.07 in HOME Program funds based on the current funding level.

ELIGIBLE PROJECTS:

- ❖ New construction of affordable and attainable housing
- ❖ Acquisition and rehabilitation to preserve affordable and attainable housing
- ❖ Demolition as it relates to the new construction, acquisition, or rehabilitation of above
- ❖ Project-related soft costs as reasonable and necessary
- ❖ Community Housing Development Organization (CHDO) operating funds in concert with development of above
- ❖ Other HOME-eligible activities, as related to the above

The specific eligible costs for these activities are set fourth in 24 CFR Part 92.206-209 a copy of which is available upon request and can also be located at [eCFR :: 24 CFR Part 92 Subpart E - Eligible and Prohibited Activities](#)

The required HOME Maximum Per-Unit Subsidy, HOME Income Limits, and HOME Rent Limits are updated annually by HUD and may change prior to awarding of funds. The applicant is responsible to ensure adherence to all updated provisions/limits and should review on a regular basis to guarantee compliance the HUD links/resources located at: <https://www.hudexchange.info/programs/home/>.

Federal regulations limit the amount of HOME funds invested in each project. The current HOME Maximum Per-Unit Subsidy, subject to change prior to awarding of funds, are noted below. The applicant is responsible to ensure adherence to all updated provisions/limits and should review on a regular basis to guarantee compliance the HUD Maximum Per-Unit Subsidy located at <https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/>.

1 bedroom	\$208,049
2 bedrooms	\$252,994
3 bedrooms	\$327,293
4 bedrooms	\$359,263

City of Palm Bay stipulates that rental housing funded under this RFP is restricted to tenants with annual household income at or below 80% of area median income (AMI).

The current income limits, subject to change prior to awarding of funds, are noted below. The applicant is responsible to ensure adherence to all updated provisions/limits and should review on a regular basis to guarantee compliance the HUD Income Limits located at <https://www.huduser.gov/portal/datasets/il.html>.

2024 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
Low (80%)	52,950	60,500	68,050	75,600	81,650	87,700	93,750

Very Low (50%)	33,100	37,800	42,550	47,300	51,050	54,850	58,650
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Rental housing must comply with the HOME Rent Limits established by HUD. Current HOME rent limits for households with 80% of area median income, subject to change prior to awarding of funds. The applicant is responsible to ensure adherence to all updated provisions/limits and should review on a regular basis to guarantee compliance the HUD Rent Limits located at <https://www.hudexchange.info/programs/home/home-rent-limits/>.

HOME Maximum Per-Unit Subsidy, HOME Income Limits, and HOME Rent Limits described above are provided as informational purposes only and are subject to change prior to awarding of funds. The applicant is responsible to ensure adherence to all updated provisions/limits and should review the HUD links/resources on a regular basis to guarantee compliance.

Priority will be given to:

- Agency who demonstrates experience working with HOME funded projects of similar size, scope, and level of capacity to proposed project.
- Agency that can demonstrate sufficient staffing for unit maintenance and income certification.
- If applying for homeownership, Agency must require potential homebuyers to attend HUD housing counseling.
- Agency who can provide additional funding for this project from supplementary sources.
- Project that addresses a goal identified in City of Palm Bay Annual Action Plan.
- Project that increases affordable rental or homeownership housing inventory.

BIDDER QUALIFICATIONS

For a proposal to be considered for HOME funds, the agency applying must be a nonprofit organization 501(c)(3) or (4). The bidder should have experience and capacity in-

- managing and maintaining rental properties,
- Property Standards as per 24 CFR 92.251(c)(1) and 24 CFR Part 92.25192.251(b)
- rental subsidy,
- conducting and completing income qualifications,
- federal or state reporting,
- experience in case management or partner with an agency to provide case management services,
- experience with maintenance and repair of units,
- a history of serving the community of Palm Bay.

PROPOSAL SUBMISSION REQUIREMENTS

The attached proposal forms and complete narrative must be submitted to the City of Palm Bay Community and Economic Development (CED) Department **no later than 3:30 p.m. on January 6, 2025.**

Proposals received after the due date and time will not be considered. Submission of 5 copies of the application using a binder clip, three-hole punched on the left side. No staples or bound copies please. Please include an electronic copy of your application on a USB. Agency representative that has the authority and ability to bind the entity must sign proposal cover page. Faxed proposals will not be accepted. Proposals will be rejected if:

- not received before the deadline
- incomplete applications
- bidder is not an eligible nonprofit organization 501(c)(3) or (4)

The bidder is instructed to:

- Number all pages of the proposal beginning with the Proposal Cover (page 1) and label all attachments.
- Use the content outline contained in this packet to develop the required narrative. Include the

question in the narrative, and number the answers corresponding to each question. Do not omit answering any questions. Proposals with unanswered questions may not be considered.

Additionally,

- All costs associated with the proposal preparation are the responsibility of the bidder.
- All responses to this RFP become the property of the City of Palm Bay and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.
- Submission of this proposal does not guarantee funding.
- The proposed project must specifically benefit residents of the City of Palm Bay.

REVIEW PROCESS

City staff will review and evaluate comprehensive proposals received by the stated deadline to determine compliance with the requirements of the RFP and the HOME program regulations. HUD requires that the City evaluate the underwriting of each project requesting federal funds. The City must assess development capacity and fiscal soundness, as well as examine neighborhood market conditions to ensure adequate need for the project. Contracts will be awarded with funds currently available.

It is recommended that agencies present to the Community Development Advisory Board to advocate for the projects on January 15, 2025 at 6pm. The City Council has the final decision-making authority for proposal funding and reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to request additional information. The anticipated date of the City Council meeting is July 15, 2025 at 6pm. The City reserves the right to reduce, amend, and/or rescind this RFP at any time prior to the final award and approval of any contract for services by the Board of County Commissioners (BoCC) of Brevard County or the City of Palm Bay and to reject all proposals based on changes or non-availability in funding as notified by BoCC and/or HUD. Submission of a proposal does not guarantee funding.

APPEALS PROCESS

Applicants can appeal a decision if they believe the decision is arbitrary and prevents them from providing services to very low-income or low-income households or if a proposal is approved with such conditions that providing services is infeasible. Applicants must be able to demonstrate that they have been unfairly denied approval of their application.

The appeal can be denied if the applicant does not meet applicable administrative and regulatory rules to meet federal, state, and local requirements, city code or other conditions as determined by the City; or if the applicant does not exhibit financial stability or has a present financial audit finding, comments, or concerns; or due to limited funding or in cases when funds are not available.

All appeals must be submitted in writing within two (2) business days from notification of non-eligible status from City Staff. Appeals shall first be referred for disposition by the Community & Economic Development Director who shall respond in writing within five (5) business days of receipt, where practicable. The City Manager will make the final determination unless the determination warrants a legal opinion, in which case, the final determination will be made by the City Attorney. A written appeal must be received by the Community & Economic Development Department office no later than two (2) business days following the day of notice of non-eligibility status.

TECHNICAL ASSISTANCE

First time applicants are strongly encouraged to request a technical assistance meeting with staff. To schedule a technical assistance meeting, please contact Elena Sarazua at 321-952-3400 ext. 5664 Elena.Sarazua@palmbayflorida.org.

POST AWARD REQUIREMENTS

Following notification of award, a contract will be executed by the City and administered by the City. The contract will be based upon the information submitted in the proposal and all accompanying exhibits and

attachments. Contract language is not negotiable. Acquisition funding will be made available upon submission of closing documentation from title company. Funds for the rehabilitation portion are reimbursement based. The awarded applicant must be able to pay for project costs and related work must be completed prior to requesting payment. Modifications and updates to proposal exhibits may be required prior to contract execution. A document (i.e., Land Use Restriction Agreement (LURA), Second Mortgage) recorded at Brevard County Clerk of Courts to secure all projects and **enforce the affordability period will be required.**

OTHER FEDERAL REQUIREMENTS

Approved projects are subject to regulations of federal funds including, but not limited to, public and competitive bidding, prevailing wage, civil rights, environmental review, property standards, lead based paint regulations, relocation, and accessibility requirements. Projects must meet State/Local government codes for any building converted, rehabilitated, or renovated with HOME funds. Any pre-1978 unit will be subject to lead based paint and asbestos removal regulations.

The applicant is required to comply with all contract and applicable State, County, and HUD HOME and requirements including applicable environmental reviews.

Questions regarding the HOME program and HOME requirements may be researched at the following sites:

- A Federal Regulations - 24 CFR 92 (HOME), and 24 CFR 200 (Uniform Administrative Requirements):
<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>
- B HUD HOME Website: [HOME: HOME Investment Partnerships Program - HUD Exchange](#)
- C HUD HOME Program Topics: <https://www.hudexchange.info/programs/home/topics/>
- D HOME Maximum Per-Unit Subsidy Limits: <https://www.hudexchange.info/resource/2315/home-per-unit-subsidy/>
- E Rent Limits: <https://www.hudexchange.info/manage-a-program/home-rent-limits/>
- F Income Limits: <https://www.hudexchange.info/manage-a-program/home-income-limits/>

PROPOSAL COVER PAGE
Release Date: December 6, 2024

Applicant/Agency Name: _____

Federal ID#: _____ Agency Fiscal Year: ____/____ through ____/____

CAGE #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Name of Contact Person: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ Web Page: www._____

Please list the amount being requested for the following eligible activities:

Affordable Rental Housing - Acquisition with/without Rehabilitation \$ _____

Homeownership – Acquisition with/without Rehabilitation \$ _____

Other: _____ \$ _____

Including New Construction, if completed within 6 months of award.

I hereby certify that I am an authorized representative of the agency and that to the best of my knowledge:

- The data in this application is true and accurate, including agency's overall organization, history, and agency's success with similar projects in the past, or with any current projects.
- This document has been duly authorized by the governing body.
- The agency will be able to meet all of the minimum proposal requirements as specified in the RFP.
- The agency will comply with the necessary certifications and assurances and provide project described in the proposal including federal regulations and requirements if a contract is awarded.

Representative's Name: _____ Title: _____

Representative's Signature: _____ Date _____

REQUIRED NARRATIVE

I. PROPOSAL SUMMARY

Include a concise, detailed description of proposed project, which includes enough specifics so reviewers will be able to obtain a comprehensive understanding of the proposed project based upon the information that is presented. Scoring of proposal and award of funding may be affected by the thoroughness of the description presented. At a minimum include the following:

- Summary of proposed project.
- Programs and services to be offered.
- Project site address(es).
- Project goals.
- How requested funds will enhance this project; and
- Agency's proposed effect on affordable housing or services to the community.

II. PROJECT DESCRIPTION

A.

1. Explain the need in the community and how the project addresses the need.
2. Include the number of projected clientele during the affordability period to be served in proposed project.
3. Provide number and location of units to be acquired/rehabilitated to be improved.
4. If the proposed project is addressing a special needs population, describe the population; how the project specifically accommodates this group; and any service gaps in the community and how project will address the gaps.
5. Explanation of the applicant's partnerships/collaborations with other area service providers, and how those partnerships/collaborations will impact this project.
6. Project timeline and milestones
7. Explanation of other available funding sources, fundraising activities, and match that will be utilized or are proposed to be used for the project. Maximization of resources by combining other funding sources is encouraged.
8. Explain if the agency has current site control necessary for the project or necessary steps (and timeline) to obtain site control. Drawings and/or work specifications showing a clear description of modifications anticipated to the project site, if available.

B. Affordable Rental Housing Projects:

1. Provide initial rent amounts and the method of calculation used to determine the rent amount; method for calculation of rental amounts on an annual basis after the initial rent determination; and procedure for rent increases. Include methodology and process for when client's income exceeds HOME income eligibility limits.
2. Describe process to maintain compliance of property standard requirements.
3. Describe plan to ensure that initial occupancy occurs within 18 months of project completion.

C. Neighborhood Market Assessment (Rental)

1. Provide a neighborhood market analysis justifying there is an adequate need for the proposed project. Include a description and map of neighborhood market area including the site address and defined geographical boundaries of the market area. The description of the market area must be detailed and specific and could include census tract information or other identifying features.
2. Detailed explanation of how the market area was determined and specific resources used to develop the market assessment.
3. Site location advantages and disadvantages.
4. Documentation of target population, waiting lists, counseling pipelines, recent sales/rent-

ups, or other documentation supporting interest in the proposed unit.

D. Homeownership Projects

1. Describe the process for determining the sales price in accordance with HOME requirements.
2. Describe the process to have a ratified sales contract with an eligible homebuyer within six (6) months of construction completion.

III. AGENCY & ADMINISTRATIVE CAPACITY

- A. Description of the applicant's mission and primary activities/services offered to the targeted population.
- B. Describe the programs and services offered by the agency.
- C. Rental Housing Projects: Summarize your organization's experience in affordable housing development, housing management and/or other areas relevant to the proposed project. Include in the summary a list of affordable housing projects developed by your organization, number of units, and year completed. Attach copies of the agency's Tenant Selection Policy and Lease Agreement.
- D. Describe the plan to manage the development process and on-going rental housing.
- E. Explain how the agency ensures nondiscrimination in the provision of services.
- F. List primary staff who will be administering the proposed project, including tenure of staff and previous program experience. Identify staff that will be completing HOME income certifications, quarterly reports, maintenance personnel and annual recertifications.
- G. Rental Housing Projects: Describe agency's Affirmative Fair Housing Marketing Plan. A copy of the agency plan will be required if funding is approved for projects including five or more units.

IV. FISCAL CAPACITY

- A. List and describe all funds to be used for this project that have been secured and/or are expected to be received. If other funding is anticipated, include time frame of when it is expected to be received.
- B. Describe accounting systems and internal fiscal controls (attach Audit/Financial Statements).
- C. Describe how client files are maintained and reported.
- D. Attach a detailed project budget for the proposed activity. (See attached format.) Each line-item amount must be a reasonable and necessary cost for the performance of the project.
- E. Attach an Operating Expense Pro Forma demonstrating applicant's ability to cover facility operating and maintenance expenses throughout applicable affordability period. (See attached format.)

PROVIDE ONE COPY OF EACH

Submission Requirements	Documentation	Check if Enclosed
1. The applicant must a. have nonprofit status for at least one (1) full year, or b. have two (2) full years of operating experience under another nonprofit entity	ATTACHMENT 1: <ul style="list-style-type: none"> • 501(c) (3) IRS Tax Exemption Letter • Articles of Incorporation • By-Laws • Organizational Chart 	<input type="checkbox"/>
2. Non-profit organizations must have an active Board of Directors within the last 12 months.	ATTACHMENT 2: <ul style="list-style-type: none"> • List of Board Members 	<input type="checkbox"/>
3. The applicant must be registered to conduct business in the State of Florida at the time of proposal.	ATTACHMENT 3: <ul style="list-style-type: none"> • Current certification from the FL Department of State. For assistance, please visit: https://www.dos.myflorida.com 	<input type="checkbox"/>
4. Each applicant must submit proof that the organization has registered with the U.S. System for Award Management. Visit www.sam.gov .	ATTACHMENT 4: <ul style="list-style-type: none"> • Proof of registration with the U.S. System for Award Management 	<input type="checkbox"/>
5. Each applicant must submit proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker's Compensation	ATTACHMENT 5: <ul style="list-style-type: none"> • Certificate of Insurance* 	<input type="checkbox"/>
6. The Audit Report and Management Letter and Financial Statement for both the program and Agency.	ATTACHMENT 6: <ul style="list-style-type: none"> • 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 or for smaller agencies generated by a software (Quick Books). • 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"/>
7. Latest IRS Tax Form 990	ATTACHMENT 7: <ul style="list-style-type: none"> • Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files. 	<input type="checkbox"/>

8. Project Staffing Information	ATTACHMENT 8: <ul style="list-style-type: none"> 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"/>
9. Job Descriptions and Descriptions of Project Staff Credentials	ATTACHMENT 9: <ul style="list-style-type: none"> Job Descriptions for staff position who will be involved in the proposed project Descriptions of Project Staff Credentials (e.g. resumes) 	<input type="checkbox"/>
10. Each applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures.	ATTACHMENT 10: <ul style="list-style-type: none"> Agency's written financial management procedures 	<input type="checkbox"/>

**(if awarded funding, agencies must have the City included as an additional insured on required insurance)*

Note: This checklist refers to the minimum documentation needed. Further documentation may be requested as required by the City to more fully and fairly consider your proposal.

BOARD OF DIRECTORS AND COMPLIANCE CERTIFICATION FORM

I do hereby certify that all facts, figures, and representations made in the proposal are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control will be implemented to ensure proper accountability of grant funds. I certify that the funds requested in this proposal will not supplant funds that would otherwise be used for the purposes set forth in this project.

I, the undersigned, certify that:

1. The Agency's Board of Directors is aware of the submittal of this grant proposal to the city of Palm Bay and authorizes its submittal.
2. The Agency's Board of Directors meets monthly and at a minimum, quarterly.
3. Minutes of the Agency's Board of Directors meetings for the past six months are on file and available for review.
4. The information provided in this proposal is complete and accurate.
5. The applicant shall comply with all Federal and city policies and requirements affecting the HOME program.
6. If HOME funds are allocated to the applicant, sufficient funds will be available from non-HOME program sources to complete the project, as described.

Type Authorized Official's Name

Authorized Official's Title

Authorized Official's Signature

Date

[Remainder of this page left intentionally blank]

SOUND FISCAL MANAGEMENT CERTIFICATION FORM

I, _____ as the Executive Director, or President/CEO acknowledge that as a
(Name)
condition of receiving funds from the City of Palm Bay, the agency maintains sound financial and fiscal controls
and management systems. I hereby certify that _____
(Organization Name)

has established internal controls which are adequate to safeguard the assets of the agency, monitor the accuracy
and reliability of accounting data, promote operating efficiency and ensure compliance with written and approved
policies and procedures.

Signature (Executive Director)

Date

Printed or Typed Name

Signature (Chief Fiscal Officer)

Date

Printed or Typed Name

[Remainder of this page left intentionally blank]

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION FORM

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d) have not within a 3-year period preceding this proposal/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the proposal package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub- grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

Signature (Executive Director)

Date

Printed or Typed Name

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS FORM

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), and (e).

Signature (Executive Director)

Date

Printed or Typed Name

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE FORM

F.S. 386.201 –212, the Florida Clean Indoor Air Act, has as its purpose to protect the public health, comfort, and environment by creating areas in public places and at public meetings that are reasonably free from tobacco smoke by providing a uniform statewide maximum code. This part shall not be interpreted to require the designation of smoking areas.

(1) "Public place" means the following enclosed, indoor areas used by the general public:

(a) Government buildings; (b) Public means of mass transportation and their associated terminals not subject to federal smoking regulation; (c) Elevators; (d) Hospitals; (e) Nursing homes; (f) Educational facilities; (g) Public school buses; (h) Libraries; (i) Courtrooms; (j) Jury waiting and deliberation rooms; (k) Museums; (l) Theaters; (m) Auditoriums; (n) Arenas; (o) Recreational facilities; ¹(p) Restaurants which seat more than 50 persons; (q) Retail stores, except a retail store the primary business of which is the sale of tobacco or tobacco related products; (r) Grocery stores; (s) Places of employment; (t) Health care facilities; (u) Day care centers; and (v) Common areas of retirement homes and condominiums.

(2) "Public meeting" means all meetings open to the public, including meetings of homeowner, condominium, or renter or tenant associations unless such meetings are held in a private residence.

(3) "Common area" means any hallway, corridor, lobby, aisle, water fountain area, restroom, stairwell, entryway, or conference room in any public place.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any sub-awards, which contain provisions for services and that all subrecipients shall certify accordingly.

The City of Palm Bay strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products.

Signature (Executive Director)

Date

Printed or Typed Name

24 CFR 570.611 "CONFLICT OF INTEREST" FORM

Please read and sign at the bottom of the next page, signifying that you have read and agree to abide by the following regulation. Also, on a separate sheet please disclose any potential conflicts including any boards or committees you are currently serving on, any private companies owned by you or members of your Board of Directors, and any other potential conflicts.

(a) Applicability.

- (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provision in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply.
- (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited.

The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to HOME activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a HOME-assisted activity, or with respect to the proceeds of the HOME-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter.

(c) Persons covered.

The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions.

Upon the written request of the recipient, Housing and Urban Development (HUD) may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) Threshold requirements.

HUD will consider an exception only after the recipient has provided the following documentation:

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions.

In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income person intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

I agree to abide by the Conflicts of Interest regulations at 24 CFR Part 570.611.

Signature (Executive Director)

Date

Printed or Typed Name

Potential Conflicts:

- ☐ No
- ☐ Yes (If "yes", attach an explanation)

Signature (Executive Director)

Date

Printed or Typed Name

Rental Housing Assessment:	
1. Total number of households in neighborhood market area (data source)	<input type="text"/>
2. Number of rental households in neighborhood market area (data source)	<input type="text"/>
3. Percentage of total (Divide Line 2 by Line 1)	<input type="text"/> %
4. Number of income eligible households in neighborhood market area (data source)	<input type="text"/>
5. Number of income eligible rental households (data source)	<input type="text"/>
6. Number of proposed units	<input type="text"/>
Market Capture Rate for potential tenants (Divide Line 6 by Line 5)	<input type="text"/> %

Homeownership Assessment:	
1. Number of households in neighborhood market area (data source)	<input type="text"/>
2. Number of homeowner households in neighborhood market area (data source)	<input type="text"/>
3. Percentage of total (Divide Line 2 by Line 1)	<input type="text"/> %
4. Number of income eligible households in neighborhood market area (data source)	<input type="text"/>
5. Number of income eligible homeowner households (data source)	<input type="text"/>
6. Number of proposed units	<input type="text"/>
Market Capture Rate for potential homeowners (Divide Line 6 by Line 5)	<input type="text"/> %

Optional Resources:

CPD Maps: <https://egis.hud.gov/cpdmaps/>

CPD Maps Desk Guide: <https://www.hudexchange.info/resource/2405/cpd-maps-desk-guide/>

DEVELOPMENT BUDGET

Include all funding sources, the dollar amount for each source, and all uses of funds. Attach documentation of funding sources such as financial commitment letters including terms and conditions, and/or partnership agreements including cash contribution amount.

Funding Source	Amount	Commitment Date
Total		

	Requested Amount of HOME Funds	Other Funds	Total Cost
Acquisition Cost – The costs of acquiring the units			
Surveys/ Title work, Costs for surveys, title fees, recording fees			
Design Fees (architectural, engineering) Cost for professional services to prepare plans and documents			
Developer Fee			
Rehab - Building permits & costs to bring the units into HOME compliance			
Concrete/Masonry			
Plumbing			
HVAC			
Electrical			
Fire Alarm/Smoke Detectors			
Roofing			
Doors and Windows			
Carpentry			
Flooring			
Interior Paint			
Exterior Paint or Other Finish			
Soffit, Fascia, Gutters			
Lead Base Paint Removal			
Other (specify)			
TOTAL			

**PROPOSED PROJECT OPERATING EXPENSE PRO
FORMA**

Investment of HOME Funds =	Under \$15,000					\$15,000 - \$40,000					Over \$40,000				
LIST REVENUE SOURCES (add more lines if necessary)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Gross Annual Operating Income:															
Rental Housing Only:															
Anticipated Vacancy Rate Percentage															
Vacancy Loss															
Effective Gross Income:															

EXPENSES	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Rent															
Property Management Fee															
Utilities															
Insurance															
Property Maintenance															
Repairs															
Property Taxes															
Personnel Costs															
Marketing/Advertising															
Accounting															
Legal															
Reserves															
Office Expenses															
Other Related Expenses (specify)															
Other (specify)															
Total Annual Operating Expenses															
Net Annual Operating Income (Income - Expenses)															

HOME FUNDING PROGRAM SCHEDULE

<u>Date</u>	<u>Time</u>	<u>Day</u>	<u>Activity</u>
12/6/2024	9:30 a.m.	F	<u>Meeting at City Hall, Council Chamber</u> to receive citizen input on housing & non-housing community development project funding priorities and discuss the request for proposals for 2025-2026
1/6/2024	3:30 p.m.	M	DEADLINE FOR SUBMISSION OF ALL PROPOSALS
1/8/2024	4:00 p.m.	W	Deadline for applicants to submit their PowerPoint for CDAB mtg
1/15/2025	6:00 p.m.	W	<u>Community Development Advisory Board (CDAB) Meeting:</u> Presentations to the CDAB by nonprofits and interested parties requesting 2025-2026 HOME or HOME funds
1/24/2025	9:30 a.m.	F	Public Meeting of Community & Economic Dev. Department staff on funding recommendations for HOME and HOME in Council Chamber at City Hall
2/19/2025	6:00 p.m.	W	<u>CDAB Meeting:</u> Staff presents preliminary funding recommendations for CDAB discussion and action. for HOME and HOME funding
2/20/2025		TH	Notification of funding recommendations to agencies
2/28/2025	4:00 p.m.	F	Last day to appeal the funding recommendations to the Comm. & Economic Dev. Director
4/3/2025	6:00 p.m.	TH	First Public Hearing and City Council Action on preliminary approval of projects/activities to be included in the FY 2025-2026 HOME & HOME Programs
5/20/2025 to 6/19/2025			Public Comment period on the <i>2025-2026 Action Plan</i> for Final Public Hearing
6/19/2025	6:00 p.m.	TH	Final Public Hearing and City Council action on (1) Proposed FY 2025-2026 HOME Action Plan and the Proposed Use of HOME Funds:
7/15/2025	6:00 p.m.	T	<u>City Council Meeting:</u> Final Public Hearing & Council Action on projects & activities to be included in the <i>2025-2026 HOME Action Plan & HOME Program</i>

► ► ► All meetings unless otherwise noted will be held in City Council Chamber ◀ ◀ ◀
120 Malabar Road SE, Palm Bay, FL 32907
Call (321) 952-3400 with any questions you may have or for more information.