



## **AMERICAN RESCUE PLAN ACT (ARPA)**

Homelessness / Affordable Housing  
Request for Applications (RFA)

*Coronavirus State and Local Fiscal Recovery Funds (SLFRF) – Department of the Treasury*

*31 CFR Part 35 RIN 1505-AC77*

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# SECTION I

## Notice To Potential Applicants

**The purpose of this Request for Applications (RFA) is to address homelessness and lack of affordable housing in Palm Bay, and public services related to such for the residents of Palm Bay.**

The City of Palm Bay was allocated \$18,009,865 in Coronavirus State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA). At the May 5, 2022 Regular Council Meeting, Palm Bay City Council earmarked \$5 million for the purpose of addressing homelessness, affordable housing, and any public services associated with such efforts. The City is seeking applications from eligible applicants for such purposes.

Eligible applicants may be non-profit or for-profit agencies, or a combination thereof. Applications that include multiple organizations seeking to partner shall select one organization to serve as the lead agency in preparing and presenting the application. The lead agency shall serve as the primary point-of-contact for this RFA.

Eligible use of funds should include any proposed activities that seek to address the homelessness and affordable housing (as defined by 420.0004(3), Florida Statutes), as well as any associated public services, such as case management and mental health and substance abuse assistance, to name a few. Eligible activities shall occur within Palm Bay city limits and/or provide assistance to Palm Bay residents (self-declared or otherwise). All proposed activities shall comply with the Department of Treasury's Final Rule published on January 6, 2022, as released by the Office of the Federal Register, 31 CFR Part 35, RIN 1505-AC77.

All applications seeking funding under this RFA shall be initially reviewed by the City Manager's Office for eligibility and compliance with the Final Rule prior to Council consideration. All applicants will be required to make individual presentations before City Council on a date to be determined by Council. This RFA contains information and the required forms to apply and compete for ARPA funding. Potential applicants are advised to read the materials carefully and **submit a completed application on or before 5 PM on August 15, 2022. Complete submissions shall include nine (9) hard copies and one electronic copy delivered to the City Manager's Office, Palm Bay City Hall Annex, 120 Malabar Road SE, Palm Bay, FL 32907.** No applications will be opened or reviewed for completeness or eligibility prior to the submission deadline. **All applicants will be required to attend the virtual mandatory technical assistance call on Monday, July 11, 2022 at 2 PM by calling 1-347-378-4680 conference ID 436429353#.** Applicants shall be prepared to bring forth all questions at that time. All updates will be posted on the City's website at [www.pbfl.org/ARPA](http://www.pbfl.org/ARPA).

## SECTION II

# Application Procedures

Applicants shall submit a completed application packet in the format prescribed. Applicants shall submit nine (9) hard copies and one electronic copy (USB/flash drives only). Applications shall be three-hole punched on the left side and held together using a binder clip. No staples or bound copies please. **Applications must be received on or before 5 PM on August 15, 2022 to the City Manager’s Office, Palm Bay City Hall Annex, 120 Malabar Road SE, Palm Bay, FL 32907.** Incomplete applications or applications received after 5 PM on August 15, 2022 will not be considered for funding. Applicants should seek to familiar themselves with the Department of the Treasury Final Rule published on January 6, 2022 and all applicable Codes of Federal Regulations (CFR) as provided for within the Final Rule and the contents contained within this RFA.

The City of Palm Bay is a recipient of Coronavirus State and Local Fiscal Recovery Funds (SLFRF, also known as ARPA funds). Applicants shall be evaluated to determine eligibility for a subaward and shall be defined as subrecipients of SLFRF.

### ELIGIBILITY

Applications may be made by the governing bodies of a 501 (c) 3, not-for-profit, and for-profit organizations. Applicants must describe both their roles and responsibilities and that of any sub-grantees or contractors, and partner organizations. The applicant/lead agency shall be legally, administratively, and fiscally responsible for the grant upon award. Applicants shall comply with all local, city, and state licensing and/or accreditation and certification requirements. Applications that include multiple organizations seeking to partner shall select one organization to serve as the lead agency in preparing and presenting the application. The lead agency shall serve as the primary point-of-contact for this RFA.

Eligible use of funds shall include any activity which seeks to address homelessness and affordable housing within Palm Bay city limits, to include the provision of public services (Reference 24 CFR 570.201, 202, 203, 204, 205, and 206). Eligible public service activities include case management and other services for homeless persons (i.e. feeding and sheltering programs), employment services, childcare, health services, and substance abuse services (i.e. counseling and treatment), to name a few. All public services shall seek to further the effort of addressing homelessness and affordable housing to be considered eligible. Eligible public services must be 1) a new service, or 2) a quantifiable increase in the level of an existing service provided by the applicant or its partner agency.

Eligible use of funds for homelessness and affordable housing includes the acquisition of real property (land or buildings) in accordance with the Uniform Guidance at 2 CFR Part 200, Subpart D and the ARPA Final Rule starting on Page 133, as well as costs associated with the construction or rehabilitation of an existing structure to provide emergency shelter, transitional/temporary housing, and permanent affordable housing, or a combination thereof. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, 42 U.S.C. § 4601, and the Department of Transportation's implementing regulations, 49 CFR Part 24, that apply to projects funded with federal financial assistance as it applies to acquisition of real property. Procurement and payments under procurement contracts shall be consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 thru 200.327, as applicable, and conducted in a manner consistent with 2 CFR 200.319 related to full and open competition unless exempt by 2 CFR 200.320.

### **DISQUALIFYING CRITERIA**

- Receipt of applications after 5 PM on August 15, 2022.
- Incomplete applications.
- Applications which do not seek to address homelessness, affordable housing, and public services within Palm Bay city limits and/or assisting residents of Palm Bay (self-declared or otherwise).
- Applications which are not in compliance with the Department of Treasury's Final Rule.
- Applications that are for a continuation of a service for an existing public service but do **not** show an increased level of service.

### **AVAILABILITY OF ARPA FUNDS**

The City of Palm Bay, as a recipient of SLFRF, shall review and award ARPA funding based on eligibility and compliance with Department of Treasury Final Rule released on January 6, 2022. As a pass-through entity defined by 2 CFR 200.1, the City shall be required to monitor subrecipients to ensure compliance pursuant to 2 CFR 200.332. Applicants awarded funding shall enter into a Subrecipient Agreement with the City providing for reporting and compliance. **All funds must be fully expended prior to December 31, 2026.**

Palm Bay City Council may award funding to more than one applicant at its discretion.

### **SINGLE AUDIT REQUIREMENT**

Subrecipients will be required to comply with the Federal Standards, 2 CFR Part 200, Subpart E Cost Principles, and Subpart F Audit Requirement for Federal Awards. Subrecipients will comply and agree to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation of all costs incurred.

Audits of States, Local Governments, and Non-Profit Organizations, specifically state that all non-federal entities that expend more than \$750,000 in federal awards during their fiscal year shall be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200,

Subpart F. The most current approved audit must be submitted. If it is not available, notate within the proposal as to why.

## **SELECTION CRITERIA**

All applications must address the selection criteria below. Narratives must be prepared on letter size 8.5 by 11 paper with size twelve (12) font, and no more than one (1) inch left and right margins. A maximum of 10 single-sided pages may be used for the narrative sections. Applicants must clearly identify each narrative using the following headers:

- Introduction
- Overview of Project/Proposed Use of Funds
- Partnerships with Other Organizations
- Measurable Outcomes
- Compliance and Consistency with Department of Treasury Final Rule
- Organizational Capacity and Capability
- Leveraging
- Financial Capacity
- Past Performance

## **MANDATORY TECHNICAL ASSISTANCE**

All applicants will be required to attend the virtual mandatory technical assistance call on Monday, July 11, 2022 at 2 PM by calling 1-347-378-4680 conference ID 436429353#. This will be a recorded meeting. Applicants shall be prepared to bring forth all questions at that time.

## **SUBRECIPIENT AGREEMENTS**

Upon subaward, the City of Palm Bay will require the subrecipient to enter into an agreement with the City to ensure compliance with the Final Rule and applicable Code of Federal Regulations. No funds awarded under this RFA may be obligated until the subrecipient agreement is accepted and signed by all parties. The subrecipient agreement shall provide for a performance period and shall include only the activities outlined in the application, or otherwise approved by City Council. The subrecipient agreement shall also provide for reporting and compliance as required by the City, the recipient, as a pass-through entity. Subrecipients shall also be required to maintain and submit information necessary to monitor accountability and performance in accordance with the terms and conditions of the agreement. The subrecipient shall agree to defend, indemnify and hold harmless the City, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any to, the performance of the agreement. The subrecipient shall be required to obtain insurance which shall contain a provision which forbids any cancellation, changes or material alterations without prior written notice to the city at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original *Certificate of Insurance* provided to the city prior to the execution of the funding agreement. The city must be a named insurer "certificate holder". Types of coverage may include commercial general liability, automobile liability and worker's compensation.

# SECTION III

## Application & Supporting Documentation

### APPLICATION COVER PAGE

Agency Name:
Total ARPA Funds Requested:
Brief Program Description:
Type of Application (check all that apply): <input type="checkbox"/> Emergency Housing / Shelter <input type="checkbox"/> Transitional / Temporary Housing <input type="checkbox"/> Permanent Affordable Housing <input type="checkbox"/> Tiny Homes <input type="checkbox"/> Single Family <input type="checkbox"/> Rental (see 2 CFR 200.307) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Public Services
Use of Funds Application (check all that apply): <input type="checkbox"/> Vacant Land Acquisition / New Construction, (see Uniform Guidance 2 CFR 200, Subpart D) <input type="checkbox"/> Property Acquisition with Existing Structures, (see Uniform Guidance 2 CFR 200, Subpart D) <input type="checkbox"/> Rehabilitation of Property, (see Uniform Guidance 2 CFR 200, Subpart D) <input type="checkbox"/> Public Services (Explain: _____)
<b>Lead Agency Information</b>
Chief Executive Officer Name:
Mailing Address:
Main Telephone:
Federal Tax Identification Number or EIN:
Name of Fiscal Officer:

Request for Applications – American Rescue Plan Act  
Homelessness & Affordable Housing

<b>Lead Agency Point-of-Contact</b>	
Name:	Title:
Email:	Telephone Number:

<b>Partner Organizations</b>	
<b>Organization Name:</b>	
Mailing Address:	
CEO Name:	Telephone:
CEO Telephone Number:	CEO Email:
Role of Organization:	
<b>Organization Name:</b>	
Mailing Address:	
CEO Name:	Telephone:
CEO Telephone Number:	CEO Email:
Role of Organization:	
<b>Organization Name:</b>	
Mailing Address:	
CEO Name:	Telephone:
CEO Telephone Number:	CEO Email:
Role of Organization:	



## BOARD OF DIRECTORS AND COMPLIANCE CERTIFICATION FORM

I do hereby certify that all facts, figures, and representations made in the application 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 application 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 application 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 application is complete and accurate.
5. The applicant shall comply with all Federal and City policies and requirements affecting the use of ARPA funding.
6. If ARPA funds are allocated to the applicant, sufficient funds will be available from non-ARPA program sources to complete the project, as described.

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Type Authorized Official's Name

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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 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 2 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 application/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 application 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 2 CFR Part 76.

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Signature (Executive Director)

---

Date

---

Printed or Typed Name

**[Remainder of this page left intentionally blank]**

## 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 2 CFR 382by:

- 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).

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Signature (Executive Director)

---

Date

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Printed or Typed Name

**[Remainder of this page left intentionally blank]**

## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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; <sup>1</sup>(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.

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Signature (Executive Director)

---

Date

---

Printed or Typed Name

**[Remainder of this page left intentionally blank]**

## 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 2 CFR 200.317 and 200.318, respectively, shall apply.
- (2) In all cases not governed by 2 CFR 200.317 and 200.318, 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 ARPA 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 ARPA-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a ARPA-assisted activity, or with respect to the proceeds of the ARPA-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, the City, following concurrence with the Federal regulations, 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.*

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

Homelessness & Affordable Housing

- (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, the City 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.***

***Potential Conflicts:***

- No
- Yes (If “yes”, attach an explanation)

\_\_\_\_\_  
Signature (Executive Director)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name

## DEVELOPMENT BUDGET FORM

**A development budget is required for each construction project.  
 Please include cost estimates for each line item applicable to the project.  
 (Use additional sheets to provide detailed explanations or additional line items)**

**ORGANIZATION NAME:** \_\_\_\_\_

ITEM	FUNDING SOURCES (Dollar Amount)	
	1. ARPA ( <i>Funds Requested from City</i> )	2. OTHER SOURCES
Land	\$	\$
Demolition	\$	\$
Site Development	\$	\$
Surveys	\$	\$
Soil Test Report	\$	\$
Permits	\$	\$
Utility Connection	\$	\$
Construction Cost	\$	\$
Legal Fees	\$	\$
Impact Fees	\$	\$
Inspection Fees	\$	\$
Insurance	\$	\$
Flood Insurance	\$	\$
Title Insurance	\$	\$
Builders Risk Insurance	\$	\$
Advertising	\$	\$
Closing Costs	\$	\$
Commissions	\$	\$
Construction Loan Interest	\$	\$



Request for Applications – American Rescue Plan Act  
 Homelessness & Affordable Housing

Developer's Fee	\$	\$
Consultant		
A & E	\$	\$
Testing	\$	\$
Legal Advertisement	\$	\$
Reproduction/Postage	\$	\$
Contingency	\$	\$
Other	\$	\$
<b>TOTAL:</b>	\$	\$
<b>TOTAL PROJECT COST (1 + 2):</b>	\$	

## CONSTRUCTION COSTS TO CONSIDER

(All items not applicable to all projects)

### **A & E FEES (Architectural/Engineering)**

Basic Service  
Drafting Service  
Design/Supervision

### **ALARM SYSTEM**

Monitoring

### **ASBESTOS**

Survey  
Monitoring  
Plans and Specifications  
Abatement

### **CONSULTANT FEES**

Roofing Consultant  
Electric Consultants  
Estimating Service  
Drafting Service  
Geo-technical  
Subsurface investigations  
Percolation

### **DAVIS-BACON ACT COMPLIANCE**

### **FLOOR COVERING**

Athletic flooring  
Carpet  
Vinyl, etc.

### **IMPACT FEES**

Water  
Sewer  
Solid Waste  
Transportation  
Other

### **LEGAL SERVICE**

In house attorney fees  
Outside attorney fees

**LEGAL SERVICE,**  
continued  
Condemnation fees

### **MISCELLANEOUS EQUIPMENT**

Kitchen equipment  
Hoods/fire suppression  
Back boards  
Electric score board  
Park equipment  
Benches (outside)  
Tables (outside)  
Signs  
Trash receptacles  
Restroom equipment  
Sound proofing  
Mail box  
Laundry equipment  
Paging systems  
Recording systems  
Computer A/C  
UPS systems  
Fire extinguishers  
Need for structural  
reinforcing (if required)  
Gutters and downspouts  
Solar equipment  
Folding walls  
Handicap lift  
Walk-in coolers  
PA system  
Radiation protection

### **PERMITS**

Building  
Electric  
Plumbing  
Air Conditioning  
Roofing  
Drywall  
DEP

**PERMITS,** continued  
Site Plan

### **REPRODUCTION/POSTAGE**

Reproduction cost (plans &  
bid packages)  
Postage Costs/mailing  
Contract Documents

### **SECURITY**

Fencing  
Guards  
Lights  
Signs  
Bullet proofing  
Metal detectors  
Vaults/safes  
Locks

### **SITE ACQUISITION/ZONING**

Acquiring Right-of-Way  
Title Insurance  
Real Estate Fees  
Zoning application fee  
Board of Adjustment  
Consultant Fee  
Postage Fee  
Advertisement Fee

### **SITE WORK**

Sprinkler System  
Demolition  
Fill  
Roads - Permanent and  
Access  
Stabilization  
Compaction  
Tree Removal  
Pilings  
De-watering  
Hydrants  
Curbs

Homelessness & Affordable Housing

Doc stamps  
Recording fees  
**SITE WORK**, continued  
Dump Fees  
Hazardous Material removal  
Clearing  
Structure moving  
Wells  
Swales  
Landscape  
Sod  
Top Soil  
Erosion control  
Soil Treatment  
Dredging  
Docks  
Paving  
Bridges  
Pavement marking  
Bike racks  
Traffic control

**SURVEYS**

Aerial  
Topo  
Photo  
Utilities  
R/W and easements  
Plot plans  
Tree  
Ground control  
Drainage  
Floor Plan  
Access  
Boundary Survey  
Encroachments  
Soil Boring Locations

**TEMPORARY PERSONNEL**

**RELOCATION**

Rental Fees  
Moving Cost  
Utilities transfer  
Phone lines

Army Corp. of Engineers  
SJRWMD  
**TESTING**  
Soil Boring  
Percolation Test  
Concrete Test  
Welding Test  
Asphalt  
Compaction/Density  
Inspection Service-  
Threshold  
Bolt/Anchor

**UTILITIES - PERMANENT  
& TEMPORARY**

Temporary Lines and  
Meters  
Transformers  
Sewer  
Phone/Computer  
Water  
Fire Service

Pipe (storm or sewer)  
Building Removal

## CONSTRUCTION PROJECT SUPPLEMENT QUESTIONS

All applicants proposing new construction or rehabilitation of existing structures must answer all of the following questions in order for the proposal to be considered complete.

### ENVIRONMENTAL ISSUES

1.  YES  NO Will the project be located in or adjacent to a floodplain/wetland area?
2.  YES  NO Will the project be located in or adjacent to an area with known hazardous facilities or toxic contamination?
3.  YES  NO Will there be any toxic or hazardous waste, or asbestos associated with this project or employers benefiting from this project?
4.  YES  NO Will the project impact any archeological sites, buildings, or structures 50 years or older, or any properties listed on, or eligible for the National Register of Historic Places?
5.  YES  NO Will this project result in any other adverse environmental impacts which would affect endangered or threatened species, scenic rivers, or other sensitive ecological habitats?
6.  YES  NO Have you completed a Phase I Environmental Study on the project site? If so, please submit a copy of the Phase I Environmental Study with the proposal.

*Please provide any explanations.*

### MARKET STUDY AND/OR MARKETING PLAN

1.  YES  NO Have you prepared a market study and/or marketing plan for you project? If so, please submit a copy with the proposal.

### MARKET DATA

*As part of your application, provide evidence of sufficient demand for the proposed units.*

- Recent sale/vacancy data for neighborhood - assess sales and rentals for planned units, pricing, demand for similar units, time on the market, vacancy rates, etc.
- Evidence of demand – applications/waitlists, analysis of the pool of potential buyers/renters in eligible income range, vacancy rates and market context (project area and citywide).

Using this data, the application is required to:

- (a) Evaluate general demographic, economic, and housing conditions in the community.
- (b) Delineate the market area by identifying the geographic area from which the majority of a project's tenants or buyers are likely to come (e.g., census tracts, neighborhoods, etc.).

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- (c) Quantify the pool of eligible tenants or buyers in terms of household size, age, income, tenure, and other relevant factors.
- (d) Analyze the competition by evaluating other housing opportunities with an emphasis on other affordable rental developments or sales opportunities in the market area.
- (e) Evaluate the effective demand and the capture rate, usually expressed as a percentage (the project’s units divided by the applicant pool). The capture rate is the percentage of likely eligible and interested households living nearby who will need to rent units in the proposed project in order to fully occupy it. The lower this rate, the more likely a project will succeed.
- (f) State the absorption period. Plan how many units can be successfully leased or sold each month and how long it will take to achieve initial occupancy/sale of the ARPA units and stabilized occupancy for the project as a whole.

**CONSTRUCTION PROJECT INFORMATION**

- 1. Is adequate budget available now to implement the project?  YES  NO
- 2. Are architectural or engineering plans already completed to start this project?  YES  NO  
*If no, please explain the status of the architectural or engineering plans. If yes, please include plans in proposal.*
- 3. Are cost estimates available on this project?  YES  NO  
*If yes, please include estimates in the proposal.*  
*If no, please indicate why or provide a date when the cost estimates will be completed.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Have you obtained bids or quotes for this project?  YES  NO  
*If yes, please submit copies of bids or quotes.*  
*If no, please explain when you plan to get them.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Will the project require:  
Right-of-Way Acquisition?  YES  NO  
Easements?  YES  NO  
Land Acquisition?  YES  NO
- 6. Who will maintain the project after its completion?  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 7. Has the property been appraised?  YES  NO  
*If yes, please submit a copy of the appraisal.*

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8. Do you own the property or have an option to purchase it?  YES  NO

Please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If you own the property, please submit a copy of the deed.*

9. Is this an existing project?  YES  NO

10. Has your agency previously received funding under any program from the City of Palm Bay? If yes, which program: \_\_\_\_\_  YES  NO

11. If yes, did your agency successfully manage all levels of required compliance?  YES  NO

12. Has your agency ever been delinquent when submitting required reports, etc.?  YES  NO

13. Is your agency current on all required compliance on open city projects?  YES  NO

**[Remainder of this page left intentionally blank]**

## ARPA PUBLIC SERVICES PROGRAM BUDGET FORM

### Section A – ARPA Public Services Budget Summary

Program Name	City of Palm Bay Funding Request	Match/Leverage ONLY	Total (Public Service Request + Match)
	\$	\$	\$

### Section B – Budget Categories to be Funded by ARPA

Budget Categories	Program Amount per Category
a. Personnel	\$
b. Fringe Benefits	\$
c. Travel	\$
d. Equipment	\$
e. Supplies	\$
f. Contractual	\$
g. Other (please identify)	\$
<b>Total ARPA Public Services Funding</b>	<b>\$</b>

### Section C – Unit Cost Budget Breakdown

Description of Unit	# Units	Cost Per Unit	Unit Program Cost
		\$	\$
		\$	\$
<b>Total ARPA Public Services funding requested</b>			<b>\$</b>

### Section D – Cost Per Unit Justification

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### Section E – ARPA Public Service Leverage/Match

Program Name	Unrestricted Agency Cash	In-Kind Goods and Services	Other Sources Restricted Non-Agency Funds	Totals
	\$	\$	\$	\$

## SAMPLE PROGRAM BUDGET FORM

### Section A – ARPA Public Services Budget Summary

Program Name	City of Palm Bay Funding Request	Match/Leverage ONLY	Total (Public Service Request + Match)
<i>Agency ABC Safe Transitional Housing</i>	\$19,800	\$5,200	\$25,000

### Section B – Budget Categories to be Funded by ARPA Public Service

Budget Categories	Program Amount per Category
h. Personnel	\$14,800
i. Fringe Benefits	\$1,000
j. Travel	\$0
k. Equipment	\$0
l. Supplies	\$2,000
m. Contractual	\$2,000
n. Other (please identify)	\$0
<b>Total ARPA Public Service Funding</b>	<b>\$19,800</b>

### Section C – Unit Cost Budget Breakdown

Description of Unit	# Units	Cost Per Unit	Unit Program Cost
<i>Night Stay in Transitional Housing Program</i>	180	\$110	\$19,800
		\$	\$
<b>Total ARPA Public Service funding requested</b>			<b>\$19,800</b>

### Section D – Cost Per Unit Justification

*Cost per unit includes salaries and benefits for House Manager, supplies for operating transitional housing program, and contractual services for electric, water, and lawn maintenance bills for the transitional house.*

### Section E – ARPA Public Service Leverage/Match

Program Name	Unrestricted Agency Cash	In-Kind Goods and Services	Other Sources Restricted Non-Agency Funds	Totals
<i>Agency ABC Safe Transitional Housing</i>	\$3,000	\$1,000	\$1,200	\$5,200



## PROPOSAL QUESTIONS

All applicants must answer all proposal questions in order for the proposal to be considered complete.

### **1. INTRODUCTION**

Provide a brief introduction to your organization. Describe the goals of your agency/organization, years in operation, types and sources of funding received last year, type of services provided, the number and characteristics of clients served.

### **2. OVERVIEW OF PROJECT/PROPOSED USE OF FUNDS**

Provide a detailed description of the proposed service/project to be carried out with the ARPA funds requested. Provide a detailed timeline for expending the funds before December 31, 2026. Discuss how the service/project provides benefit to homeless persons and low- and moderate-income persons seeking affordable housing. Describe the extent to which the proposed project will enhance, expand, or create additional programs/services available by your agency/organization for the targeted clientele. If the proposed project is a new service, provide in detail a description of how the new service will meet current unmet community need(s). If the proposed service/project is currently being provided by other service providers in the same area, describe all efforts made to partner with these entities. Indicate whether the proposed project will require recipients to pay a fee for the program or service, and the amount of said fee.

### **3. PARTNERSHIPS WITH OTHER ORGANIZATIONS**

Provide a complete list of all partner organizations and describe their roles, responsibilities, and funding contributions to accomplish what is proposed in this application. The applicant/lead agency shall provide a letter of support and confirmation from each partner organization. This letter shall confirm the partner organization's willingness to participate with you (the lead agency), the role the organization will play, and any funding commitments the organization has committed to the proposed project/service.

### **4. MEASURABLE OUTCOMES**

Indicate how many clients or households will be assisted with the ARPA funds requested. Indicate how many units and unit types will be constructed or rehabilitated with the use of ARPA funds. Provide the proposed phases of the project and the timeline for each phase with completion prior to December 31, 2026.

### **5. COMPLIANCE AND CONSISTENCY WITH DEPARTMENT OF TREASURY FINAL RULE**

Awards under this RFA is considered a subaward of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The City of Palm Bay is required to manage and monitor subrecipients to ensure compliance with the SLFRF award pursuant to 2 CFR 200.332 regarding requirements

for pass-through entities. Subrecipients are subject to compliance requirements for use of SLFRF; and therefore, the subrecipient shall be required to submit all reporting requirements for expenditures of SLFRF. Indicate how the proposed project seeks to comply with the Department of Treasury’s Final Rule, referencing applicable sections.

## **6. ORGANIZATION CAPACITY AND CAPABILITY**

Describe the capacity of your organization to carry out the proposed project (financial resources, staff capacity and experience of the organization with similar projects and activities). If the project is a new activity or will require additional staffing and resources, describe how your organization will secure these resources in the time needed to carry out the proposed activity.

Provide detailed information on persons that will be assigned to this project/activity (job titles, prior experience, resumes of key staff, etc).

Identify whether your agency has a personnel policy manual with an affirmative action plan and grievance procedure. If not, explain why not.

## **7. LEVERAGING**

The applicant must demonstrate that ARPA funds will be matched or leveraged from other federal, state, local, partner organizations, or other private sources. Match or leverage sources may be cash or in-kind but must be in place at the time of application and available during the term of the Subrecipient Agreement, which shall expire with the ARPA funds on December 31, 2026.

## **8. FINANCIAL CAPACITY**

As a separate attachment, attach the agency’s latest Audit Report and Management Letter or Financial Statement for both the program and the agency. Identify any material weaknesses or findings and what the agency has done to clear them. Applicants must submit the most current audited financial statements provided by an independent auditor and the most recent IRS Tax Form 990 with this application.

## **9. PAST PERFORMANCE**

Identify any Palm Bay or other grant funds that have been awarded to your agency in the past five (5) years. If your agency has not been awarded grant funds in the past five (5) years, identify any other federal funds awarded to your agency in the past five (5) years. Specify the amount of funds awarded and how much was actually expended. Identify the number of clients that the agency was contractually required to assist and how many were actually assisted. Identify if any monitoring issues which were identified by the granting agency in monitoring reviews and actions taken to resolve the issue(s).

# SECTION IV

## Application Checklist

All of the items listed below must be included in the order and amount listed to be considered complete. Incomplete applications will be not considered for funding. Applicant shall be required to provide nine (9) hard copies. Each copy should have three-hole punch on the left side and be secured using a binder clip.

### **EACH APPLICATION PACKET SHALL INCLUDE:**

- Completed Application Cover Page
- Signed Board of Directors and Compliance Certification Form
- Signed Fiscal Management Certification Form
- Signed Certification Regarding Debarment and Suspension Form
- Signed Certification Regarding Drug-Free Workplace Requirements Form
- Certification Regarding Environmental Tobaccos Smoke Form
- Signed 24 CFR 570.611 “Conflict of Interest” Form
- Completed Budget Forms
- Response to Proposal Questions
- Response to Construction Project Supplemental Questions, if applicable
- This Proposal Checklist

# SECTION V

## Supporting Documentation Checklist

**PROVIDE ONE COPY OF EACH, THREE-HOLE PUNCH**

Submission Requirements	Documentation	Check if Enclosed
<p><b>1.</b> The applicant must</p> <p>a. have non-profit status for at least one (1) full year, <b>or</b></p> <p>b. have two (2) full years of operating experience under another nonprofit entity</p>	<p><b>ATTACHMENT 1:</b></p> <ul style="list-style-type: none"> <li>• 501(c) (3) IRS Tax Exemption Letter</li> <li>• Articles of Incorporation</li> <li>• By-Laws</li> <li>• Organizational Chart</li> </ul>	<input type="checkbox"/>
<p><b>2.</b> Non-profit organizations must have an active Board of Directors within the last 12 months.</p>	<p><b>ATTACHMENT 2:</b></p> <ul style="list-style-type: none"> <li>• List of Board Members</li> </ul>	<input type="checkbox"/>
<p><b>3.</b> All applicants must be registered to conduct business in the State of Florida at the time of application.</p>	<p><b>ATTACHMENT 3:</b></p> <ul style="list-style-type: none"> <li>• Current certification from the FL Department of State. For assistance, please visit: <a href="https://www.dos.myflorida.com">https://www.dos.myflorida.com</a></li> </ul>	<input type="checkbox"/>
<p><b>4.</b> Each applicant must submit proof that the organization has registered with the U.S. System for Award Management. Visit <a href="http://www.sam.gov">www.sam.gov</a>.</p>	<p><b>ATTACHMENT 4:</b></p> <ul style="list-style-type: none"> <li>• Proof of registration with the U.S. System for Award Management</li> </ul>	<input type="checkbox"/>
<p><b>5.</b> Each applicant must submit proof of insurance for the following types of insurance: General Liability, Auto Liability, and Worker’s Compensation</p>	<p><b>ATTACHMENT 5:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Insurance*</li> </ul>	<input type="checkbox"/>
<p><b>6.</b> The Audit Report and Management Letter and Financial Statement for both the program and Agency.</p>	<p><b>ATTACHMENT 6:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Most Recent Audit Report and</li> </ul>	<input type="checkbox"/>

Request for Applications – American Rescue Plan Act

Homelessness & Affordable Housing

	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> )	
7. Latest IRS Tax Form 990	<b>ATTACHMENT 7:</b> <ul style="list-style-type: none"> <li>• Provide copy of the most recent IRS 990 files or reason for not having IRS 990 files.</li> </ul>	<input type="checkbox"/>
8. Project Staffing Information	<b>ATTACHMENT 8:</b> <ul style="list-style-type: none"> <li>• Project Staffing (identify project staff, hours, salary) <i>Example: Project Director: 20 hours per week, \$35.00 per hour, 26 weeks per year</i></li> </ul>	<input type="checkbox"/>
9. Job Descriptions and Descriptions of Project Staff Credentials	<b>ATTACHMENT 9:</b> <ul style="list-style-type: none"> <li>• Job Descriptions for staff position who will be involved in the proposed project</li> <li>• Descriptions of Project Staff Credentials (<i>e.g. resumes</i>)</li> </ul>	<input type="checkbox"/>
10. Each applicant must submit a written copy of its financial management procedures, including staff responsibilities and required procedures.	<b>ATTACHMENT 10:</b> <ul style="list-style-type: none"> <li>• Agency’s written financial management procedures</li> </ul>	<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.

## PART VI

# ARPA Funding Program Schedule

DATE	ACTIVITY
June 13, 2022	Requests for Applications published
July 11, 2022	Mandatory Technical Assistance Workshop ( <i>virtual</i> ) <i>starting at 2 PM</i> Call: 1(347)378-4680 Conference ID: 436 429 353#
August 15, 2022	Application Deadline <b><i>Submission due no later than 5 PM</i></b>
August 16 – September 2, 2022	Staff reviews application for completeness and eligibility
September 2022	Applicant Presentations at a Special Council Meeting to be determined by Council <b><i>All applicants are required to attend this meeting.</i></b>
October 2022	Subrecipient Agreement(s) – drafted in coordination with the City Attorney’s Office and brought forth to City Council for approval

***Dates are tentative and subject to change.***

**NOTE:** Meetings held at the Palm Bay City Hall, 120 Malabar Rd. SE, Palm Bay, FL 32907. Dates are tentative and subject to change. Updates will be provided on the City’s website at [www.pbfl.org/ARPA](http://www.pbfl.org/ARPA).