

**NOTICE OF FUNDS AVAILABLE AND SOLICITATION FOR  
PROPOSALS FOR THE CHARLOTTE COUNTY STATE HOUSING  
INITIATIVES PARTNERSHIP (SHIP)  
HURRICANE HOUSING RECOVERY (HHR) PROGRAM  
FY22/23 and 23/24 FUNDING**

The Charlotte County Board of County Commissioners announces the availability of funding for the SHIP/HHR Program in the amount of \$ 7,134,450 for hurricane Ian and \$121,000 for hurricane Idalia. HHR Program funding, which is administered in accordance with SHIP program guidelines and Florida Administrative Code 67-37, is intended to address long term recovery needs for qualified individuals and households and the community at large in the wake of Hurricane Ian.

The Local Housing Assistance Plan (LHAP) identifies the following housing strategies for which HHR funding may be administered by a sub-recipient: Purchase Assistance; Owner-Occupied Rehabilitation; Acquisition/Rehabilitation/Resale; Emergency Repair; Rental Assistance and Rapid Re-Housing; and/or Disaster Assistance. (Acquisition/Rehab/Resale is only eligible for HHR 22/23 funding.) The LHAP can be accessed under “*Popular Links*” on the Housing page at: [www.CharlotteCountyFL.gov/SHIP](http://www.CharlotteCountyFL.gov/SHIP). The purpose of this Notice is to solicit proposals from qualified non-profit organizations to assist in the administration (via sub-recipient agreement) of the following HHR funding priorities: the acquisition, construction, and/or rehabilitation of new or existing affordable housing.

Qualified non-profit organizations must be established under the laws of the State of Florida, and in receipt of a letter from the Internal Revenue Service indicating that the organization is recognized as tax exempt, pursuant to Section 501(c)(3) of the Internal Revenue Code. The organization must be established for the purpose of providing housing services and, for at least two years from the date of this Notice, must operate in Charlotte County with paid staff.

Interested organizations must submit proposals to the address listed below by 5 P.M. May 31, 2024. Proposals should address the organization’s experience in affordable housing, income verification procedures, and residential mortgage underwriting principles (if applicable). Proposals should address how the organization would administer the identified LHAP strategies including application procedures, the number of paid staff dedicated to the delivery of LHAP strategies, other activities of paid staff and the anticipated impact of those activities on the operation of the organization.

Proposals will be ranked by staff of the Charlotte County Department of Human Services, utilizing selection criteria included below. A summary of ranking evaluations will be submitted to the Charlotte County Board of County Commissioners. The decision of the Board of County Commissioners shall be final.

Selection Criteria

- |      |  |                                |
|------|--|--------------------------------|
| i.   | Past experience working with the target population                     | 10 points                      |
| ii.  | Past experience administering similar assistance programs              | 10 points                      |
| iii. | Number of paid staff with at least two years relevant experience       | 10 points                      |
| iv.  | Number of qualified households assisted in last program year household | 1 point per assisted household |

Proposals should be in a narrative format, not to exceed three pages (8x11, single spaced) with attachments that include resumes of key staff and any consultants to be utilized, and should include a proposed budget, reflecting no more than 10% administrative costs and any project delivery costs, if applicable. Proposals will not be accepted until May 20, 2024 and may be delivered to the Department of Human Services, via email at [Colleen.Turner@CharlotteCountyFL.gov](mailto:Colleen.Turner@CharlotteCountyFL.gov) or in person/by mail at 21500 Gibraltar Dr. Unit 1, Port

| Charlotte, FL 33952. Questions about the Notice should be submitted to Colleen Turner, Human Services Senior Manager via email at [Colleen.Turner@CharlotteCountyFL.gov](mailto:Colleen.Turner@CharlotteCountyFL.gov) or by telephone at (941) 833-6500.