



The “How To” Behind Your CDBG Project Selection

**NCDA Winter Conference
Washington, DC
February 4, 2026**



**Collier County,
Florida
Community &
Human Services**

**CDBG Grant
Application Cycle**



Getting Started: Understanding the Foundation



Consolidated Plan (ConPlan)

The ConPlan is developed by grantees and functions as a strategic framework for administering HUD grants. It serves as a strategic planning document by assessing community needs, setting priorities and goals and outlining how federal funds will be allocated over a 3 - 5 year time period.

Encourage applicants to use the Consolidated Plan as a resource when developing and submitting a grant application, as it outlines a jurisdiction's priorities and goals.



Reference: 24 CFR part 91

**Keeping your
goals and
responsibilities
in mind.**

**As a grantee,
we must:**

Develop and
implement programs
that address
community needs

Priority to low- and
moderate-income
individuals
(PRIORITIZE)

Maintain accurate
records on all
activities,
expenditures and
outcomes

Engage in citizen
participation

Manage funds and
subrecipients

Comply with HUD
regulations, submit
required plans and
report on program
performance

Collier County's Roadmap to a Streamlined Process



Determine the HUD Grant Programs included in the Grant Application Cycle

Today's focus



Community Development
Block Grant (CDBG)
program
(Reference 24 CFR 570)

HOME Investment
Partnerships (HOME)
program
(Reference 24 CFR 92)

Emergency Solutions Grant
(ESG) program
(Reference 24 CFR 576)

Developing Applicant Resources



Community Development Block Grant (CDBG)

The objectives of CDBG is to develop viable communities by providing decent and affordable housing, a suitable living environment, and expanding economic opportunities principally for people with low-and-moderate incomes.

Provide examples of eligible activities; land acquisition, public facility improvements, public services, economic development. Reference 24 CFR 570.201.

Meeting a National Objective is a requirement.

CDBG has no match requirement.

CDBG funds are to be used to provide a new service, enhance or expand a program. Funds can not be used to supplant a project already have in place.

Grant Guide for Applicants

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**PY2026 – 2027 Grant Application Cycle
Review and Ranking Scoring Sheet with Point-Level Descriptions**

For CDBG/HOME/ESG/SHIP Projects

1. Project Information – Population Served (Max of 10 points)

CDBG/HOME/ESG: Serves low- and moderate-income (LMI) Collier County residents through an eligible activity.

SHIP: Serves special needs populations, seniors or very low/low-income households.

Scoring Guide

- **10 points:** Project serves a clearly defined, high-need target population; eligibility is fully documented; demonstrates strong alignment with program requirements and clearly articulates a significant community benefit.
- **8-9 points:** Project shows strong alignment with program requirements; minor gaps in clarity or supporting documentation.
- **5-7 points:** Project serves an eligible population; however, justification or documentation is moderate or incomplete; provides a moderate explanation of community benefit.
- **2-4 points:** Project eligibility is weak, unclear, or minimally meets requirements, with little documentation of community benefit.
- **0-1 points:** Population served is not aligned with program eligibility and lacks support for target populations or community benefit.

Scoring Applications - Point-Level Descriptions

Effective Scoring Criteria – Examples

1. Project Information – Population Served (Max of 10 points)

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- **8-9 points:** Project shows strong alignment with program requirements; minor gaps in clarity or supporting documentation.
- **5-7 points:** Project serves an eligible population; however, justification or documentation is moderate or incomplete; provides a moderate explanation of community benefit.
- **2-4 points:** Project eligibility is weak, unclear, or minimally meets requirements, with little documentation of community benefit.
- **0-1 points:** Population served is not aligned with program eligibility and lacks support for target populations or community benefit.

BONUS QUESTIONS!

11. ESG Projects Only: Compliance with ESG Program Objectives (24 CFR 576). (Max of 5 points)

- **5 Points:** Yes – Project fully meets ESG program objectives.
- **0 points:** No – Project does not meet ESG program objectives.

12. ESG Projects Only: Alignment with Local Homeless Plan and Continuum of Care (CoC) goals. (Max of 5 points)

- **5 Points:** Yes – Project is aligned with local homeless planning efforts and CoC goals.
- **0 points:** No – Project does not align with local homeless plan or CoC goals.

Questions #13 – 18 for Construction Projects ONLY:

****If scoring a Public Services activity, please skip to Questions #20 and #21 of Bonus Points**

7. Ability to Complete the Project (Max of 10 points)

CDBG/HOME/ESG/SHIP: Application includes a clear and realistic schedule for project implementation, spending, and reporting; demonstrates the ability to complete the project on time and on budget.

Scoring Guide

- **10 points:** Application presents a highly detailed and feasible project schedule with clear evidence supporting timely and on-budget completion; justification is well articulated; clear site control or permanent project location is fully documented.
- **8-9 points:** Application provides a solid schedule and feasibility; only minor uncertainties; moderate justification for project; site control or permanent project location is documented.
- **5-7 points:** Application includes an adequate schedule; however, there is a moderate risk of delays; limited project justification, limited or inadequate documentation of site control or a permanent project location.
- **2-4 points:** Weak schedule; unclear spending plan; lack of justification for project; very limited documentation of site control or a permanent location for project.
- **0-1 points:** No credible plan to complete the project; no justification, site control or location.

**Applicant
Resource –
Design a
Powerpoint
Presentation**



Collier County

Community & Human Services (CHS)
Grant Application Cycle
PY2026-2027



Grant Application Process: Step One

Prepare a Grant Cycle Timeline (Internal Use)

GRANT CYCLE TIMELINE 2026-2027			
DATE	ACTION	Staff	Completed
12/10/2025	Fiscal provides available funding dollars for 2026-2027 Application Cycle	Fiscal Team	
initial sent 11/06/2025	Application language edits sent to Neighborly for revisions	Tracey	
12/18/2025	Public Notice published announcing grant application cycle	Tracey	
12/18/2025	Email to partners + Social media blast (#1) (this is the Public Notice)	Tracey to coordinate with Quest	
1/6/2026	Email to partners + Social media blast (#2) (This is the Public Notice)	Tracey to coordinate with Quest	
1/8/2026	Grant Pre-Application Opens @ 12:00pm	Tracey	
1/20/2026	Grant Pre-Application Closes @ 12:00pm	Tracey	
01/21/2026 - 01/23/2026	Pre-Apps reviewed by staff (H3) 9:00am - Noon	CHS Team	
01/26/2026 - 01/30/2026	Grant 1:1 TA Meetings Webex (This contributes to public participation)	CHS Team	
TENTATIVE: 01/30/2026	PY2026 Grant Application Cycle Presentation via Webex for applicants	Tracey	
1/30/2026	Internal confirmation of Review and Ranking committee members	Tracey	
2/3/2026	Full grant application portal opens @ 12:00pm	Tracey	
2/13/2026	Memo to County Manager for approval of the selection of R/R Committee	Tracey	
2/25/2026 (NOON)	Grant Application Portal Closes @ 12 noon	Tracey	
02/26/2026 - 02/27/2026	Staff Vet All Applications and cure any deficiencies (H3)	CHS Team	
3/2/2026	Admin day for final review of applications before sending to R&R	Tracey & Vanessa	
TBD	R/R Training: Neighborly Software, Scoring of Applications and Powerpoint Review (Webex)	Tracey, GCs and R&R committee	
3/5/2026	Release Grant Applications to R/R Committee for individual scoring	Tracey	
3/6/2026	Request Level One Risk Assessment from GCU (every applicant) DUE 03/23/2026	Tracey/GCU	
3/13/2026	Fiscal provides current available funding dollars for 2026-2027 Application Cycle	Fiscal Team	
3/16/2026	R/R Committee Presentations Building H (This is a Public meeting)	CHS Team	
3/17/2026	R/R Committee Presentations Building H (This is a Public meeting)	CHS Team	
3/27/2026	CDBG/HOME/ESG Agreement templates provided by GCU and available for use	GCU Team	
TBD	Meeting with Consultant (FHC) - kickoff meeting with vendor	Tracey/Vanessa	
3/31/2026	Memo to the County Manager for approval of suggested Conditional Awards	Tracey	

Grant Application Process: Step Two

Public Notice

- Prepare a public notice to publish in a newspaper of general circulation.
- Publish in English & Spanish
- Include logos
- Include details of the process; who, what, when, where
- Websites for posting of the application link
- Provide contact information for questions
- Save the publishing affidavits

Public Notice Example



Public Notice
Community & Human Services
Program Year (PY) 2026 - 2027
Grant Application Cycle



HUD & SHIP Funding Cycle for Eligible Nonprofit or For-Profit Organizations

The Collier County Community and Human Services Division (CHS) announces the opening of the PY2026-2027 grant application cycle. During PY2026-2027, Collier County is scheduled to receive federal funds from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), and State Housing Initiatives Partnership (SHIP) funds. Funding is available only to eligible Nonprofit or For-Profit organizations; individuals seeking assistance, please visit <https://www.colliercountyhousing.com/collier-community-assistance-programs/>.

The pre-application period for local, State and Federal grant funds will begin on Thursday, January 8, 2026, and will continue until 12:00 p.m. noon on Tuesday, January 20, 2026. Those invited to complete a full application will be notified no later than January 30, 2026. The full application portal will be open to invitees Tuesday, February 3, 2026 and will close at 12:00 p.m. noon, Wednesday, February 25, 2026. The link to the pre-applications will be available through the CHS website, on the main page at www.collier.gov or www.colliercountyhousing.com and paper copies of the application may also be obtained at our offices at 3339 Tamiami Trail East, Suite 213, Naples, FL 34112 between 9AM-4PM.

Attendance at a one-on-one technical assistance meeting is required to be eligible for an invitation to submit a full application. Applicants invited to submit a full application in the PY2026-2027 funding cycle must contact CHS by calling 239-252-1428 to schedule a technical assistance meeting between January 26, 2026, and January 30, 2026. No applications will be accepted unless a pre-application and a one-on-one technical assistance meeting have occurred.

All pre-applications must be consistent with the Collier County's Consolidated Plan and/or SHIP Local Housing Assistance Plan (LHAP). Pre-application and full application details are provided in the PY2026-2027 Grant Application guidance.

Application Guidance:

Administered by the U.S. Department of Housing and Urban Development (HUD), the federal programs projects must meet one or more of three national objectives:

- Benefits low- and moderate-income persons or households who earn at or below 80% of the median income
- Aids in the prevention or elimination of slums or blight
- Qualifies as a certified urgent need



2026 - 2027 HUD and SHIP Grant Application Cycle Opens Soon

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E-Blast to Partners & Stakeholders

which includes a newly designed grant application graphic

Social Media



Collier County

HUD and SHIP Grants Pre-Application opens January 8, 2026

For eligible Nonprofits and For-Profit organizations



Florida Housing
Finance Corporation



Collier County

Subvenciones de HUD y SHIP Solicitudes preliminares se abre el 8 de enero de 2026

Para organizaciones sin fines de lucro y con fines
de lucro que cumplan los requisitos



Florida Housing
Finance Corporation



Collier County

Pre-aplikasyon pou sibvansyon HUD ak SHIP yo ap louvri 8 janvye 2026.

Pou òganizasyon ki kalifye san bi likratif ak pou bi likratif



Florida Housing
Finance Corporation



Grant Application Process: Next steps

Pre-applications are submitted via Neighborly Software

- Deadlines: Open 01/08/2026 (Noon) and close 01/20/2026 (Noon)
- CHS staff vet the pre-applications for eligibility

CHS schedules Technical Assistance meetings with applicants with approved pre-applications

- Meeting Dates: 01/26/2026 – 01/30/2026
- Held via Webex

Invited applicants submit a full application via Neighborly Software

- Full application period: 02/03/2026 – 02/25/2026
- Applicants should provide clear narratives, choose the best response, upload documents, provide financial information

Grant Application Process

CHS Staff – Final Review of Applications

- CHS staff meet for final review of full applications, applicants cure any deficiencies

Release Grant Applications to Review & Ranking (R&R) Committee

- Release applications to R&R to begin scoring applications via Neighborly

Applicant presents in front of the Review & Ranking committee (In-Person)

- March 16 & 17, 2026
- R&R finalizes their scoring by end of day

Review & Ranking Committee

- Each application will be reviewed and scored by a committee based on pre-determined scoring criteria
- Expertise in finance, program evaluation, subject matter experts from the community
- Comprised of five to seven members
- Committee members are selected and submitted for approval by the County Manager
- CHS provides annual training; scoring criteria, using the software, and expectations
- In person presentations
- Sign conflict of interest forms

IMPORTANT MESSAGE!

Applications that are incomplete, not submitted in the required format, or that fail to meet the specifications outlined will automatically be disqualified.

Applications received after the stated deadline will not be accepted. Failure to meet the deadline will result in automatic loss of eligibility to apply.



THANK YOU.



Tracey Smith

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www.collier.gov

www.colliercountyhousing.com