



CITY OF DETROIT

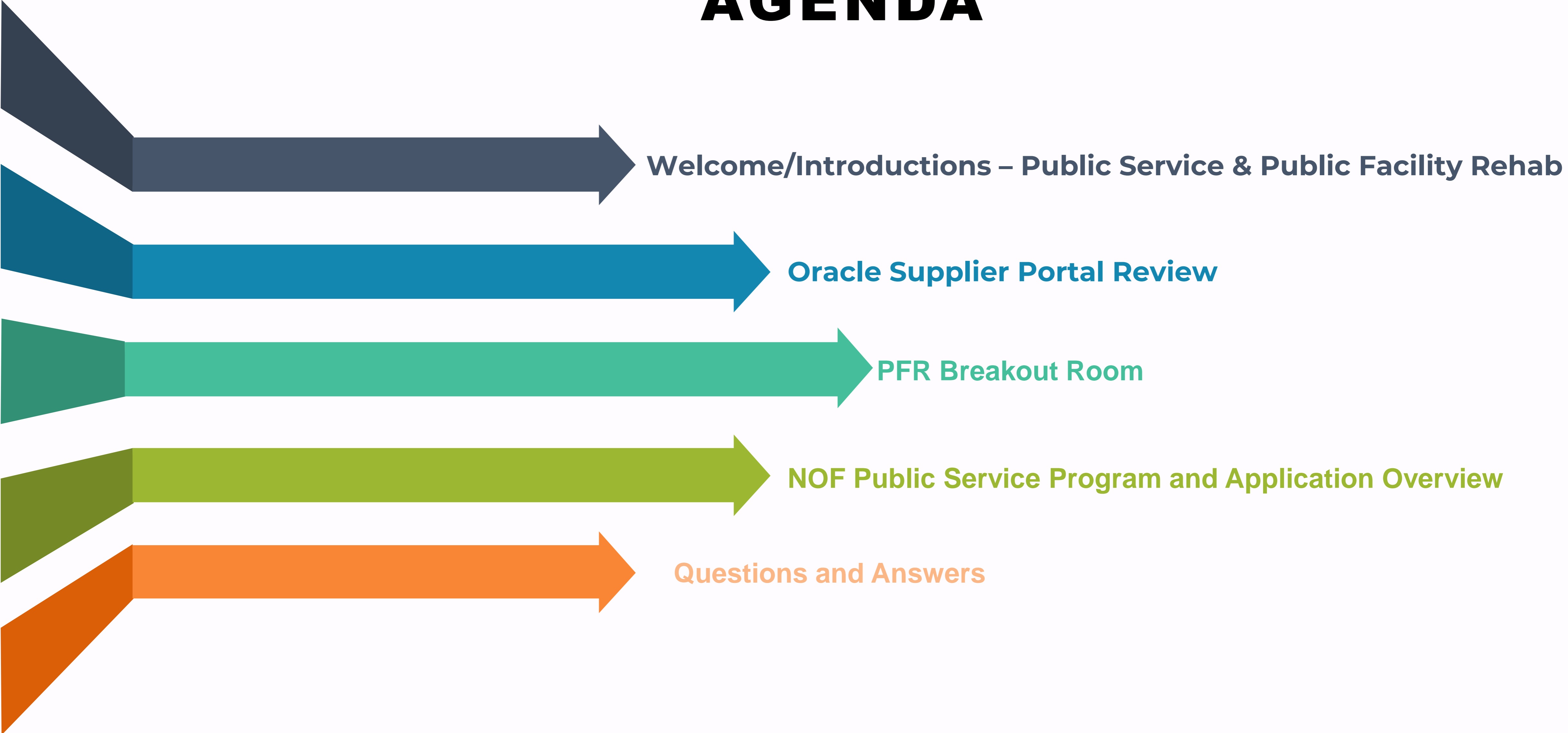


**CDBG/NEIGHBORHOOD
OPPORTUNITY FUND
&
Public Facility Rehab
Application Workshop**



**Housing and Revitalization Department
Neighborhood Services Division**

AGENDA



Neighborhood Services

NOF Team



Kerry Baitinger
Program Manager



Gordon Pearson
Program Analyst



Andrew Gaines
Program Analyst



Mandy Valentine
Program Analyst



Tamra Fountaine Hardy
Director



Kayla Perrin
Program Analyst



Neighborhood Opportunity Fund

Our Purpose

To provide organizations with a better understanding of the CDBG/NOF application process and to provide organizations with the tools to submit the best applications possible

Our Vision

To improve the social condition of low-income residents in the City of Detroit.

Our Goal

To build the capacity of public service organizations receiving CDBG support in the city of Detroit.

CDBG/NOF Program Overview

NEIGHBORHOOD OPPORTUNITY FUND (NOF)

What is it?

Since 1976, City Council has provided grants for non-comprehensive neighborhood improvement projects proposed by neighborhood organizations and neighborhood service organizations through the Neighborhood Opportunity Fund (NOF) program. This program, which is a part of the City's Community Development Block Grant (CDBG) program, have provided funds for *public services to improve the social condition of low-income residents in the City of Detroit.*



FUNDING REQUIREMENTS

- ✓ All funding for Public Service activities must meet the HUD national objective of benefit to low/moderate income persons as articulated under 24CFR 570.200
- ✓ **Eligible Program participants** must meet HUD's definition of Basic Public Service activities as articulated under 24 CFR 570.201. To be eligible for CDBG assistance, *a public service must either be a new service or a **quantifiable increase in the level of an existing service.***
- ✓ **Definition of Income Eligibility** - The definition of household income for the purpose of this program is based on Low/Moderate income criteria. However, HUD's Section 8 income eligibility standards has always been used as a measure for CDBG activities. A Section 8 income calculation based on this definition and further guidance can be found at <http://webapps1.hud.gov/hfc/calculator>



FUNDING PRIORITIES

Public Service has Five Funding Priority Areas

1
Education



2
Public Safety



3
Health



4
Youth Recreation



5
Seniors



Council defines the annual priorities based on the five year consolidated plan. The plan identifies objectives and outcomes that the department will prioritize over the next five years. Community Development - Neighborhood Services helps to facilitate the consolidated plan.

Education includes: Literacy, Enrichment/Readiness (Math/Science), Job Training;

Public Safety includes: Community/Neighborhood based, Domestic and Gun Violence;

Health includes: Health Services to Low/moderate income;

Youth Recreation includes: Arts, Sports,

Seniors includes: Transportation and Health Services



CDBG NOF THRESHOLD CRITERIA



Must meet HUD National Objective

There are three national objectives under CDBG, including:

1. Benefit to LMI persons
2. Prevent or eliminate slums and blight on an area or spot basis.
3. Meet an urgent need



Workshop Attendance

Group must attend the CDBG/NOF workshop or view the workshop online.



Completed Proposals

Proposals must be complete, and submitted by the deadline and on correct form.



Board Membership

Must have at least five (5) member board, which meets at least bi-annually.



Non-Profit Status

Must have federal tax exempt status, i.e., 501(c)3, 501(c)(19), etc..., prior to applying for proposal



Operating Proof

Organization must have been in operation at least two years, and have operating proof





CDBG NOF THRESHOLD CRITERIA

07

Issue Free Audits/Monitoring

Must not have unresolved government audit and monitoring problems (i.e., tax, legal, etc).

08

Certifications

Must read and sign Certification form

09

Current Financial Statements

Must submit most recent fiscal year cash flow statements, financial statements and, if available, recent audit.

10

Michigan Annual Non-Profit Report (2021)

Must submit current Non-Profit Corporation Information Update. Department of Licensing and Regulatory Affairs https://www.michigan.gov/lara/0,4601,7-154-61343_35413_60200-140881--,00.html

11

Articles of Incorporation

Must submit Certificate of Good Standing and Articles of Incorporation.

12

7% Operating Cash

Applicant organization must provide proof of operating cash on hand and must be at least 7% of the funding request.



CDBG/NOF Eligibility Requirements



Agency must submit Bylaws, Constitution and Employee Handbook



Federal Tax Identification and DUNs Number



Board of Trustees Roster with Officers and Professional Affiliation



Financial Audits covering the past two years



Unaudited year-end financial statements



Most recent IRS Form 990, if applicable



The program in which funds are being applied has been in operation for at least two years

CDBG/NOF Eligibility Requirements

Continued - Current Sub-Recipients



Must demonstrate program is either a new program or is expanding its services - there is a **quantifiable increase** in the service than was delivered in the previous 12 months



Demonstrate compliance with contractual obligations and program guidelines



Program/activities have achieved stated objectives and maximized impacts and outcomes in the community and to the people being served



All applicants must submit, with the proposal, current and complete program performance data for the last two years



INELIGIBLE COSTS FOR ALL CDBG PUBLIC SERVICE PROGRAMS

- ✓ Pre-Contract costs
- ✓ Back taxes, proposal costs, debts, late charges, penalties
- ✓ Excessive travel expense
- ✓ Improperly procured purchase
- ✓ Undocumented mileage charges
- ✓ Gifts and Donations
- ✓ Staff recruitment
- ✓ Facilities /equipment depreciation
- ✓ Costs associated with the organization rather than the specific program
- ✓ Any costs associated with advertisements, pamphlets, survey, etc.
- ✓ Staff training, entertainment, conferences or retreat
- ✓ Public relations, advertising or fundraising
- ✓ Payments for bad debts
- ✓ Indirect organization cost
- ✓ Rental assistance in any unit in which the sub-recipient or subsidiary has one percent or more ownership interest in the property
- ✓ Lobbying at partisan political activities
- ✓ Suing the government





PUBLIC SERVICE ACTIVITY

**Request must be a
minimum of \$100,000**

**If you are requesting funding for
more than one Public Service
activity, you must complete an
application for each activity**

Public Service Application Review

NOF Funding Process

Phase 1
Pre-Award Phase
Present funding opportunities and application submission



Phase 2
Award Phase
Award decisions are made and announced

Phase 3 – Implementation Phase
Implementation, Monitoring, Reporting, Closeout

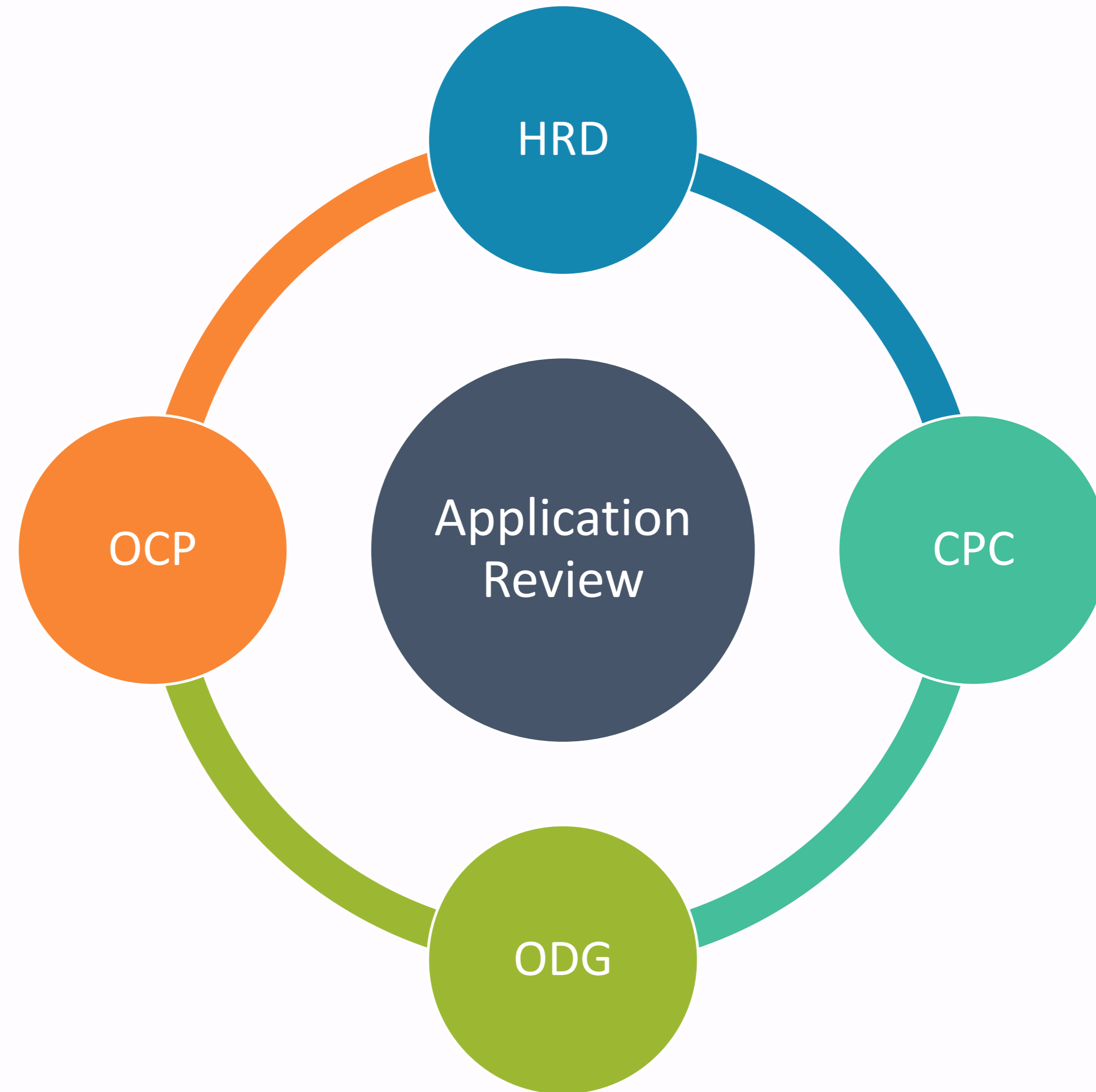
Consensus Review Team

HDR= Housing & Revitalization Department

OCP= Office of Contracting and Procurement

ODG= Office of Development & Grants

CPC= City Planning Commission





Application Sections

Scoring

Scoring is evaluated on a 5 point scale where a multiplier will be used (1;1.5;2) to compute the total points for each area:

- ✓ Organizational Information - 25 points
- ✓ Project Description - 35 points
- ✓ Activities, Outputs, Outcomes & Impacts - 20 point
- ✓ Budget - 20 points
- ✓ Contractual Compliance - (-10 point deduction)





Scoring Criteria Guide

PUBLIC SERVICE CRITERIA		Total points	Scoring Criteria Grid			
<i>Organizational Information</i>		25				
Relevant experiences and qualifications for the program <i>Org 1</i>	10	<p>4-5 Points: Applicant provides detailed examples of accomplishments and impact of program services. The applicant uses data to back up claims. Reviewers deems experience and qualifications to be sufficient to effectively and efficiently administer program service.</p>	<p>2-3 Points: Applicant provides somewhat unclear examples of accomplishments and impact of program services. The applicant uses little or no data to back up claims. Reviewers deems experience and qualifications to be questionable to effectively and efficiently administer the program service</p>	<p>1 Point: Applicant does not provide any examples of accomplishments and impact of program services. The applicant uses no data to back up any claims. Reviewers deems experience and qualifications to be insufficient to effectively and efficiently administer the program service.</p>	<p>0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked</p>	
Strength of board, including community representation <i>Org 2-7</i>	5	<p>4-5 Points: Board is currently completely filled (no vacancies). The previous year's board meeting schedule provided, as well as dates and times are provided for upcoming year board meetings, chairperson/ president of board identified, board contains at least 1 member that lives in the City of Detroit and all organization's board members listed</p>	<p>2-3 Points: Board currently contains 1-2 vacancies, some dates and times of previous year's board meetings not provided, some dates and times of next year's board meetings provided, Chairperson/President identified, and board contains at least 1 member that lives in the City of Detroit.</p>	<p>1 Point: Board vacancies exceed 50%, no dates or times provided for previous year's meetings, no dates or times provided for next year's meetings, Chairperson Identified, No list of current board members, No board members live in the City of Detroit.</p>	<p>0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked</p>	
Staffing plan and organizational infrastructure plan to implement program, including appropriate allocation of staff <i>Org 8-12</i>	10	<p>4-5 Points: Applicant clearly identifies all staff necessary to operate the public service activity. Staffing is deemed by Reviewers to be sufficient, staff has necessary experience/ qualifications to operate the public service activity.</p>	<p>2-3 Points: Applicant clearly identifies all staff necessary to operate the public service activity. Staffing is deemed by Reviewers to be questionable, staff may not have the experience/qualifications to operate the public service activity.</p>	<p>1 Point: Applicant does not clearly identify all staff necessary to operate the public service activity. Staffing is deemed to be insufficient, staff does not have the experience/ qualifications to operate the public service activity.</p>	<p>0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked</p>	
<i>Project Description</i>		35				
Project clearly outlines a detailed plan for sustainability <i>Sust 1-3</i>	7.5	<p>4-5 Points: Applicant provided a detailed and complete sustainability plan, outlines clear and detailed plan for program sustainability when funding ends, contributes funding toward program budget, lists volunteer assistance and in-kind</p>	<p>2-3 Points: Applicant provided a sustainability plan that was not very detailed and/or only somewhat complete, outlines a plan for sustainability when program funding ends that is vague or unclear in some areas, may not contribute funding toward program budget, is unclear</p>	<p>1 Point: Applicant provided a sustainability plan that was not detailed and not complete, outlines a plan for program sustainability when funding ends that is unclear and unrealistic, does not contribute funding toward program budget, does not list</p>	<p>0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked</p>	
Project description adequately describes proposed activities and quality of project design <i>PS 1,12-14</i>	10	<p>4-5 Points: Applicant clearly describes the project/program for which funds are being requested, provides program/project weekly operation schedule. Applicant provides detailed calendar of events.</p>	<p>2-3 Points: Applicant describes the project/program for which funds are being requested. Applicant may or may not provide a program/ project weekly operation schedule. Applicant may or may not provide a calendar of events.</p>	<p>1 Point: Applicant does not describe the project/program for which funds are being requested. Applicant does not provide a calendar of events.</p>	<p>0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked</p>	
Project addresses a relevant, data-driven need in the city or within a specific district(s) in a new or different way <i>Delivery Innovation PS 2-11</i>	10	<p>4-5 Points: Applicant clearly defines program objective, clearly describes documentation collected to verify participants meet the low/moderate income requirements, identifies organizations providing similar services in the program service area, the project addresses at least 1 unmet need. The project demonstrates innovation.</p>	<p>2-3 Points: Applicant defines program objective but some part may be unclear, somewhat clearly describes documentation collected to verify participants meet the low/moderate income requirements. Organizations providing similar services in the program service area are identified. The project addresses at least 1 unmet need. The project does not demonstrate innovation.</p>	<p>1 Point: Applicant does not define the program/project objective. Applicant does not clearly describes documentation collected to verify participants meet the low/moderate income requirements. Applicants fails to identify organizations providing similar services in the program service area. The project does not meet at</p>	<p>0 Points: Applicant left question blank/unanswered or applicant did not address the question being asked</p>	





Strong Applications

- ✓ Strong capacity to implement programs and have a proven track record of program success
- ✓ Program design that capitalizes on successful implementation and program strength
- ✓ The program does not have high administrative cost
- ✓ Applicant has partnerships with the community in which they are working
- ✓ The organization has the capacity to comply with the program rules and guidelines
- ✓ A clearly defined Scope of work and staff roles (Program goals are realistic and achievable)
- ✓ A Scope of work and budget align
- ✓ Clearly defined success and performance standards/metrics/outputs and outcomes
- ✓ Program maximizes positive impacts in the community it serves and continues to expand and grow over time





Strong Applications Continued

- ✓ The program addresses community needs
- ✓ The program is either a new program or is expanding its services – there is a quantifiable increase in the service than was delivered in the 12 months prior
- ✓ Clearly defined Sustainability plan
- ✓ There is a clear ROI and organization is leveraging resources to help sustain, enhance, and maximize the program
- ✓ Respond to all the questions
- ✓ Meets all the Threshold Requirements
- ✓ Every question is complete – A blank answer is a automatic 0
- ✓ Allow yourself enough time to review you application before submitting
- ✓ Review you application so you can catch errors or missing attachments
- ✓ **NAME YOUR ATTACHMENTS!**

PLEASE NOTE: A strong application does not guarantee funding; it does however make your application more competitive.



Organizational Information

ORGANIZATIONAL INFORMATION

Describe your organization and the unique experiences and qualifications that make your organization the most appropriate to provide the proposed service.

- Who are you?
- Who do you serve?
- Who are your board members?
- What are your hours of operation?
- Do you have volunteers?
- Number of staff needed to operate the public service activity?



PROJECT DESCRIPTION

I. Project Description

Public Service Activity

Provide a detailed description of the proposed project, including how it will be implemented and plans for continued operations.

Note: 1- Page Maximum Response/12 pt. font



Be prepared to respond to:

- What is the objective of the Program?
- Reason for requesting funding?
- What specific services are to be provided?
- When and how will these services be provided?
- Describe how the activity will be implemented, operated, and administered.
- Are there any other organizations that provide a similar service?
- Where in your program can you demonstrate innovation; what sets your organization apart from others providing similar services?
- What is your intake process?
- How do you market this program?





Project Description

Public Service Activity

What are your reasons for requesting CDBG/NOF funding for this activity?

- Continue existing CDBG/NOF funded Public Service project
- Prevent reduction of existing service levels *(due to increased costs)*
- Expand (add to) existing service levels to meet unmet demand or increased needs
- Current CDBG Sub-Recipients, what is your primary reason for requesting continued support?
 - Waitlist management
 - Increased demand
 - External pressure





Project Description

Public Service Activity

Sustainability:

- What are the steps your organization is taking to move your service population to self-sufficiency?
- How do you plan to sustain the program when funding ends? Please provide a sustainability plan.
- What specific community unmet need is being addressed through this program?



Annual Sustainability Action Plan

Plan Component/Method	Action Steps	Timeline
Communication of Program and fundraising goals for year to staff and board	<ul style="list-style-type: none"> • Meet with staff and board to discuss annual program and fundraising goals and activities • Provide fundraising calendar with grant due dates and campaigns listed • Provide list of ways staff and board might support these events and/or activities 	Winter
Research and Prospect Grant Opportunities	<ul style="list-style-type: none"> • Use Foundation Center Online Service weekly to prospect grant opportunities • Review monthly newsletter from Resource Champions that shares grant opportunities • Review monthly grant opportunity listing 	All Year
Facebook Posts	Make posts 2-4 times per month	All Year
Annual Report	Determine Focus Collect Data Print and Mail Report	Winter-Spring
	Speaking at Church or Community Group to Secure Volunteers and/or donations	Spring
Mid-Year Ask	Direct mail Mid-year update and ask, highlighting need for monthly sponsors for upcoming school year	Spring
Special Event	Host special event celebrate long-time supporters and engage new supporters	Fall
End-of-Year Ask	Direct mail end-of year update and ask	Fall
End of year evaluations and projections for new year	Complete surveys and make projections based on lessons learned, demand and available staffing	Fall - Winter



Project Description

Public Service Activity

Community Support:

- Describe the network(s), partnership, working groups you are involved in that enhance your ability to deliver this program.
- What kind of community support do you receive, including volunteer and in-kind support?
- Describe specific actions undertaken in conjunction with other community organizations to deliver the services for which funding is being sought (i.e., shared staff or office space).



ACTIVITIES, OUTPUTS, OUTCOMES, & IMPACTS



II. Activities, Outputs, Outcomes, and Impacts

Evaluation and Learning

ACTIVITIES

- Type of services the programs provides

OUTPUTS, are the products of program activities or results of program processes.

- What are your deliverables? For example, the # of classes taught, # of counseling sessions, # of people served.

OUTCOMES, are the changes in program participants. They can be identified by asking, “How will program participants change as a result of their participation in this program?”

- Organizations must clearly state the methodology used to measure outcomes, i.e., surveys, client interviews, pre- and post-tests results or clients self-reporting

IMPACTS, assess the changes that can be attributed to a particular intervention, such as a program or policy.

- Short Term (1 year); Intermediate (2 years); and Long Term (3 - 5 years or more)



OUTPUTS/ACTIVITIES

Service/Activity Name:					
<i>After School Recreation Program/Project</i>					
Service/Activity Description:					
<i>Provide baseball, basketball and dance instruction for children 4th to 6th grade attending Elm Street and St. Richard elementary schools. Nutritious snacks are also provided.</i>					
Outputs					
# Persons Served Monthly	# Unduplicated Persons Served annually	Days Service Provided	Times Service is Provided	Personnel Implementing this Activity	Title
35	400	<i>Mon, Wed, and Fri.</i>	<i>3:30pm to 5:30pm</i>	<i>Ann Smith, Ed Jones</i>	<i>Rec. Coordinator Phys. Ed. Assistant</i>
Benefits to Participants (Outcomes) <ul style="list-style-type: none"> • <i>Develops skills in sports and other recreation activities</i> • <i>Engages youth in constructive, supervised play</i> • <i>Provides no cost care for children while parents are working.</i> 					



Activities, Outputs, Outcomes, and Impacts

- If the proposed activity is already in existence, what were its outputs for the most recently completed fiscal year?
- What are the outputs for the proposed activity in the current fiscal year?
- What processes and tools are in place to measure program outcomes?
- What kind of lasting benefits does your organization hope to provide to your clients through the services it provides?
- What outcomes indicators were used to determine the results?



BUDGET



IV. BUDGET

- Who is responsible for maintaining your organization's records?
- What was the amount of your organization's total budget for your most recent fiscal year?
- When was your most recent audit?
- Describe your financial management system.

- If you are a current Sub-Recipient, have you submitted timely drawdown packets?





Public Service Budget

Complete the following budget form for the requested public service activity:	Amount from other funding source(s)	Amount from 2021-2022 CDBG/NOF
PERSONNEL <i>(List title for each position covered in this request - should match total from salaries- Org-10)</i>		
Employer Taxes (FICA,, etc.)		
Fringe (health insurance, life insurance, etc.)		
Independent contractor/consultant personal services contracts <i>(List title for each & hourly rate or weekly pay or other fee scale)</i>		
OPERATING EXPENSES <i>(pro rata share)</i>		
SPECIFIC PROGRAM/PROJECT EXPENSES –Excluding personnel <i>(Itemize)</i>		
TOTAL AMOUNT REQUESTED FROM CDBG/NOF		

- What are we looking for:**
1. Strength of your finances, including adequate cash on hand.
 2. Strength of other funding sources
 3. Demonstrated acceptable financial management system.
 4. Budget is accurate, reasonable, necessary, and related to proposed activity.
 5. Did you accurately describe and justify each proposed budget line item?
 6. What percentage of your budget will be expended on administrative costs?



Contractual Compliance

Existing Public Services Sub-recipients Only

- If you are a current sub-recipient, have you submitted timely and complete CDBG/NOF monthly reimbursement requests?
- As a current sub-recipient, do you have any outstanding monitoring findings?
- Are you responsive to City of Detroit's request for documents?
- As a sub-recipient, have you been compliant in meeting program requirements?

QUESTIONS?

CDBG NOF / Public Service Application Process

To access workshop material, go to:

www.detroitmi.gov/hrd and

Click on “Documents”

**Deadline to submit Applications via Oracle:
October 1, 2021 @ 4:00pm**