

CITY OF DETROIT

Housing & Revitalization Department

2024 - 2025 Community Development Block Grant (CDBG)/Neighborhood Opportunity Fund (NOF) PUBLIC SERVICE

NOTICE OF FUNDING AVAILABILITY (NOFA)

INFORMATION AND APPLICATION PACKAGE

Michael E. Duggan, Mayor

Julie Schneider, Director

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CITY OF DETROIT
Michael E. Duggan, MAYOR

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)/NEIGHBORHOOD
OPPORTUNITY FUND (NOF)
2024-2025**

INTRODUCTION

The Mayor and City Council of the City of Detroit invite community organizations to submit proposals for projects to be funded by the Community Development Block Grant/Neighborhood Opportunity Fund (CDBG/NOF) program.

All nonprofit, tax-exempt community organizations with at least two (2) years of operation that wish to participate in the development and implementation of CDBG/NOF projects as advisors and/or as operating agencies may submit proposals. Agencies may submit proposals for a minimum of \$100,000 for each Public Service Program proposal.

During the 2024-2025 Program year, the City of Detroit will have two virtual CDBG Proposal Workshops, as well as an online CDBG Proposal Workshop presentation. Workshop materials will be available Monday, August 28, 2023, on the City's website at <http://www.detroitmi.gov/hrd> from there click: [For Nonprofits and Community Groups](#), then [Neighborhood Opportunity Fund](#), and [NOF Application Overview/Documents](#).

PLEASE NOTE: All 2024-2025 CDBG/NOF proposals must be prepared and submitted online using the City's "Oracle" system. To register for Oracle or obtain information regarding Oracle Cloud, please email procurementinthecloud@detroitmi.gov or call 313-224-1500. You may also visit the Office of Contracting and Procurement's [webpage](#) to assist you with registration.

Applicants must register on Oracle before a proposal can be submitted. Proposals must be submitted via Oracle by **5:00 pm on Thursday, October 19, 2023**. Paper copies of Proposals will not be accepted.

WARNING: All awards are contingent on the City of Detroit receiving adequate CDBG funding from HUD.

The City CDBG Public Service funds from the FY 2024-2025 allocation will sub-grant to qualified nonprofit organizations. The allocation will be implemented under five (5) eligible activities as follows: Education, Health, Public Safety, Youth Recreation, and Seniors. All organizations that receive funding, hereafter, referred to as "subrecipients" under the City's CDBG program, are expected to read and adhere to the necessary CDBG guidelines as described in §570.201(e). The CDBG guidelines can be found at:

http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17086.pdf

FUNDING PRIORITIES

City Council defines the annual priorities based on the five-year consolidated plan. The City intends to use the CDBG Public Service funds as follows:

CDBG/NOF 2024 - 2025 PRIORITIES
Public Safety
Education
Health
Seniors
Youth Recreation

I. Education

Education component will provide academic support to individuals in school or those that did not finish high school and desire to improve their literacy, leadership development, or get their GED and/or basic job training or skill set improvement. Proposals must be focused on the three major content areas below:

- A. Literacy: Classroom-based academics, including reading and math
- B. Enrichment/Readiness: Math and Science
- C. Job Training: Basic skill set improvement, technical assistance, job placement

II. Seniors

Seniors' component includes activities targeted for the well-being of senior citizens for transportation and health services. Services in this category should be focused on transportation for senior medical appointments and related activities, along with other community-based group programs that provide health services to older adults suffering with Alzheimer disease and other cognitive disorders, break to people taking care of their elderly loved ones in the form of adult day care services, etc.

- Transportation: To medical appointments
- Health Services: Dental appointments, drug prescriptions etc.
- Senior Health & Wellness

III. Health

Health component is specifically designed for the provision of other health services, which does not include transportation or medical appointments. Basic health services may include, but are not limited to:

- Nutritious lunch and snacks
- Socialization and recreation, community outings, personal grooming, and hygiene
- Therapeutic activities, health monitoring, medication administration, family counseling services, prescription medication for individuals or insurance to pay retail, and prescription mail orders.

IV. Public Safety

Public Safety component includes neighborhood or community-based activities focused on safe keeping of citizens. Program services may include, but are not limited to:

- Domestic and gun violence prevention
- Crime reduction and supportive counseling and referrals
- Community/Neighborhood-Based patrols/watch and code enforcement, etc.
- Representation/Human Trafficking services
- Grief support to individuals and families

V. Recreation (Youth)

Recreation component will be focused on youth programs. Eligible service activities may include, but are not limited to:

- Arts, crafts, music, theater
- Youth sports and activities

All Applicants must clearly indicate on the cover sheet of the application for which of the five activities they are requesting funds.

FUNDING REQUIREMENTS

All funding for Public Service activities must meet the HUD national objective of benefit to low/moderate income persons as articulated under 24 CFR §570.200. In addition, the City's FY 2024-2025 CDBG funding requires at least seven percent (7%) of the applicant's request as proof of operating Cash on Hand or working capital. To demonstrate cash on hand, applicants must show their most recent bank (August or September) statement, letter of credit, or notarized award notice from a reputable organization. To be eligible, any operating cash funds or in-kind resources demonstrated must be directed toward provision of CDBG eligible activities during the period of the FY 2024-2025 award. Please read the entire CDBG/NOF Information Packet for details about the program, who and what are eligible, assessment criteria, etc.

Eligible Program Participants:

Eligible program participants for the CDBG Public Service program must meet HUD's definitions of **Basic Public Service** activities as articulated under 24 CFR §570.201(e). To be eligible for CDBG assistance, a public service must either be a **new program or is expanding its services, such that there is a quantifiable increase in the service**, which has been provided by or on behalf of the City in the 12 calendar months prior to the submission of the action plan. See 24 CFR §570.201(e) requirement for full description.

Determination of Income Eligibility:

The definition of household income for the purpose of this program is based on Low/Moderate income criteria. Area median income varies by locality. Specific local AMI by household size is available at: <http://www.huduser.org/DATASETS/il.html>.

ELIGIBLE CDBG COMPONENTS - §570.201(e)

Funding through this NOFA will be provided for five (5) eligible Public Service activities under Education, Health, Public Safety, Recreation (Youth), and Seniors. Applicants can request funding for more than one (1) program component; however, a separate, complete proposal and all required documentation must be submitted for each CDBG component for which funding is sought. However, due to funding limitations, only one (1) program will be funded with NOF Public Service funds.

***Please note that eligible activities and costs outlined in this NOFA are based on current CDBG federal regulations and may be subject to change.*

Remember to use the Application Checklist to ensure that you attach all required documents to the application. Required documents that are not submitted could reduce total number of points or make your application ineligible.

INELIGIBLE COSTS FOR ALL CDBG COMPONENTS §570.207

- Pre-contract costs
- Back taxes, proposal costs, debts, late charges, penalties
- Excessive travel expenses
- Improperly procured purchases
- 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, surveys, etc.
- Staff training, entertainment, conferences or retreats, travel
- Public relations, advertising, or fundraising
- Payments for bad debts/late fees
- Indirect organizational costs if an Indirect Cost Plan has not been accepted by the City prior to execution of the contract.
- Rental assistance in any unit in which the Subrecipient or subsidiary has one percent or more ownership interest in the property
- Undocumented expenses
- Lobbying at partisan political activities
- Suing the government
- Promotion or advertisement without City's consent
- Alcoholic beverage or illegal drugs, food not related to program activities
- Insurance Deductibles
- Publications not related to contract work
- Personal credit card or personal checking account charges
- Suing the government
- Purchases made as cash payments

Subrecipients will be monitored to assure that reimbursed CDBG expenses are compliant with program guidelines, to assess whether the program/activities have achieved its objectives and determine whether the program has maximized impacts and outcomes in the community and to the

people being served.

Additional Applicant Requirements:

All agencies applying for the above funding priorities will be required to actively use an acceptable and accountable financial management system that minimizes any opportunity for fraud, waste, or mismanagement. The program tracking and reporting system must be approved by the City before the applicant contracts with the City of Detroit. Additionally, the applicant must comply with additional requirements under the City's Subrecipient contract agreements.

**For special population cases, the use of a comparable HUD approved tracking system will be encouraged; however, agencies must secure the approval of the use of such system from the City of Detroit prior to implementation.*

***Subrecipients must also comply with all other federal requirements outlined in 24 CFR Part §570 of the CDBG regulations.*

PROPOSAL SELECTION & EVALUATION CRITERIA

Proposals submitted by the deadline, **Thursday, October 19, 2023, by 5:00 p.m.**, and meeting the minimum threshold requirements will be reviewed and ranked by a proposal review panel. All applications will go through a selection and ranking process. Proposals will be selected and funded based on the applicant's ability to demonstrate their capacity to implement a successful program/activity, the City's priorities, project ranking, and available funding. Successful applicants are more likely to receive a favorable score on the application if they demonstrate:

- ✓ Meets all the Threshold Requirements
- ✓ 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)
- ✓ The 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
- ✓ The program addresses defined 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 financial sustainability plan
- ✓ There is a clear Return on Investment (ROI) and organization is leveraging resources to help sustain, enhance, and maximize the program
- ✓ Responds to all the questions

Selected proposals must meet **all** the CDBG basic eligibility requirements to be considered for funding. **Proposals that do not meet the eligibility requirement will be eliminated from consideration.** Your proposal will only be considered for funding if you meet the Threshold

Requirements.

Phase I: Threshold Requirements

Proposals that do not meet the basic eligibility requirements listed below will be eliminated from consideration and will not move forward to the Phase-II review. **At a minimum, all applicant organizations must document the following for threshold eligibility:**

√ *please check if included in proposal*

Threshold Criteria	Requisite Documents
<p>1. ___ Meets HUD National Objective. Activities proposed under the project must meet the HUD national objective eligibility requirement of benefiting persons with low/moderate income. The proposed project must be an eligible public service activity under Community Development Block Grant Regulations (24 CFR Part 570).</p>	<p>1. <input type="checkbox"/> Low/Moderate Clientele (LMC) <input type="checkbox"/> Low/Moderate Area (LMA)</p>
<p>2. ___ Group attended the 2024-2025 CDBG/NOF workshop or viewed the workshop online. A leadership Representative (Officer, Board member, Management staff, etc.) from the organization MUST attend the CDBG/NOF workshop or view it online.</p>	<p>2. ___ Attendance self-certification</p>
<p>3. ___ Proposal(s) complete and submitted on correct form by the deadline. Proposal must be received by the date and time required. Proposals must be complete when submitted (No additional materials or signatures will be accepted after the deadline).</p>	<p>3. ___ Proposal submitted by the deadline</p>
<p>4. ___ Has at least five (5) member board, which meets at least twice a year. Sponsors must have a functioning multi-member board of at least five (5) members, which meets at least bi-annually and is representative of the community or neighborhood involved. Names and home addresses of board members. and who represent other organizations <u>must be listed</u> in the application, including a statement that the majority of the Board of Directors is not family-controlled or related by blood or marriage.</p>	<p>4. ___ Board information completed in proposal</p>

<p>5. Has 501(c) (3) status prior to applying for proposal. The sponsoring organization must provide proof it is a tax-exempt, nonprofit organization, i.e., IRS 501(c) (3) or equivalent tax-exempt status, authorized to do business in the State of Michigan.</p>	<p>5. <input type="checkbox"/> IRS Determination letter included <input type="checkbox"/> Nonprofit incorporation papers included</p>
<p>6. Has at least two (2) years of operation and proof of operations. Sponsor organizations have been in operation for at least two (2) years prior to submission of this CDBG/NOF application and provide evidence that it has been operating the proposed public service for at least two years or has the capacity to operate the service. Program outputs and date of incorporation MUST be provided to document program existence. Proof must be dated during the calendar year 2021, showing that the sponsor has operated a program or project must be provided. See proposal attachments for program operation proof.</p>	<p>6. Provide at least one (1) copy of Proof <input type="checkbox"/> Annual Report of sponsoring organization describing program accomplishments. <input type="checkbox"/> Program or project evaluation report or letter from an outside evaluator. <input type="checkbox"/> Performance report made to an outside funding source, e.g., Exhibit E of NOF contract with City of Detroit. <input type="checkbox"/> Minutes of Board of Directors meeting containing performance status/update of program activity. <input type="checkbox"/> Article in newspaper or publication of general circulation describing organizational program or activities</p>
<p>7. Has no unresolved government audit and monitoring problems (i.e., tax, legal, etc.). Sponsor cannot have unresolved government audit or monitoring problems, such as City of Detroit or HUD monitoring finding or A-133 audit findings. In addition, the sponsor cannot have unresolved federal, state, or City of Detroit tax issues, including past due or unpaid water bills.</p>	<p>7. Unresolved audit findings, federal, state, or City of Detroit tax issues and past due/delinquent Water bills</p>
<p>8. Has submitted most recent fiscal year cash flow statement, financial statement and if available, recent audit. Include all applicable statements, financial reports, and financial audit or 990 within the past (2) two years.</p>	<p>8. <input type="checkbox"/> Cash flow statement <input type="checkbox"/> Financial statements <input type="checkbox"/> Financial audit <input type="checkbox"/> IRS form 990</p>
<p>9. Has read and signed Certification form. The original and all copies must be signed by an authorized representative of the sponsoring organization. An authorized signer is an officer of the Board, Executive Director, or other person designated by the Board of Directors to submit the proposal on its behalf.</p>	<p>9. <input type="checkbox"/> Certification form signed</p>

<p>10. ___ Submitted current (2023) Non-Profit Corporation Information Update (Michigan Annual Non-Profit Report) Provide report as an attachment. Updates should have been filed with the State of Michigan on or before October 1, 2023.)</p>	<p>10. <input type="checkbox"/> Michigan Annual Non-Profit Report Attached</p>
<p>11. ___ Submitted Articles of Incorporation. Provide certificate as an attachment.</p>	<p>11. <input type="checkbox"/> Articles of Incorporation attached</p>
<p>12. ___ Applicant’s organization has provided proof of operating cash on hand (at least 7 % of the request). To demonstrate cash on hand participant must show the most recent bank statement, letter of credit, or notarized award. Make sure it shows at least seven percent cash on hand.</p>	<p>12. <input type="checkbox"/> Demonstrated cash on hand (i.e., bank statement, letter of credit, notarized award, Etc.)</p>
<p>13. ___ Submitted Certificate of Good Standing. Provide certificate as an attachment. Certificate must display current year (2023).</p>	<p>13. <input type="checkbox"/> Certificate of Good Standing attached</p>

SAMPLE THRESHOLD DOCUMENTS

Certificate of Good Standing

UNITED STATES OF AMERICA
The State of Michigan

Department of Licensing and Regulatory Affairs
Lansing, Michigan

This is to Certify That

was validly incorporated on July 13, 2012 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1962 PA 162 in attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 27th day of September, 2021.

Linda Chapp
Linda Chapp, Director
Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission
Certificate Number: [REDACTED]

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpcertverify>

Michigan Annual Nonprofit Report

Filed by Corporations Division Administrator Filing Number: [REDACTED] Date: 07/20/2021

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2021 ANNUAL REPORT
for
[REDACTED]
ID Number: [REDACTED]

received by electronic transmission on July 20, 2021, is hereby endorsed.
Filed on July 20, 2021, by the Administrator,

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 20th day of July, 2021.

Linda Chapp
Linda Chapp, Director
Corporations, Securities & Commercial Licensing Bureau

SAMPLE THRESHOLD DOCUMENT

Articles of Incorporation

Michigan Department of Licensing and Regulatory Affairs
Filing Endorsement

This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT
for
[REDACTED]
ID NUMBER: 71317K

received by electronic transmission on March 26, 2013 is hereby endorsed
Filed on March 26, 2013 by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 27th day of March, 2013.

Alan J. Scuffly
Alan J. Scuffly, Director
Corporations, Securities & Commercial Licensing Bureau

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

FOR BUREAU USE ONLY

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____ EFFECTIVE DATE: _____

Enclosure will be returned to the filer and address you enter above.
If all blank, document will be returned to the registered office.

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read instructions and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1961, the undersigned corporation executes the following Articles:

ARTICLE I
The name of the corporation is: _____

ARTICLE II
The purpose or purposes for which the corporation is formed are: _____

ARTICLE III

- The corporation is formed upon a _____ (State or Territory) basis.
- If formed on a stock basis, the total number of shares the corporation has authority to issue is _____.

If the shares are or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class to the extent that the designations, numbers, relative rights, preferences, and limitations have been determined are as follows: _____

Phase II: The Selection Criteria for 2024-2025 Public Service Activities

Proposals passing threshold criteria review will be ranked and scored on a 100-point scale, with 0 being the lowest and 100 the highest score. Proposals must score at least 80 points to be recommended for funding. Proposals will be ranked according to score and recommended for funding in rank order.

For your proposal to be considered, you must: at minimum, meet the following additional Requirements:

Responses will be evaluated on a 5-point scale where a multiplier will be used (1, 1.5, and 2) to compute the total points for each area:

5 Points: criterion is clearly, directly, and verifiably satisfied

4 Points: criterion appears to be satisfied

3 Points: criterion appears to be satisfied, but is lacking in clarity or documentation

2 Points: criterion is only partially satisfied

1 Point: criterion is not satisfied

0 Points: question or questions are incorrectly answered or not answered completely

Current Subrecipient proposal review will include a performance assessment by the program manager, which includes timely (30 day) submission of complete monthly payment packets, adherence to contractual agreement, expenditure of grant funds per period of performance, and whether Subrecipient has met stated performance metrics. **Point deductions will be made if the Subrecipient has not adhered to its contractual obligations.**

PUBLIC SERVICE CRITERIA	Total points
<i>Organizational Information</i>	25
Relevant Organization experiences and qualifications for the program	10
Strength of board, including community representation	5
Staffing plan and organizational infrastructure	10
<i>Project Description</i>	35
Project clearly outlines a detailed plan for financial sustainability	10
Project addresses a relevant, data-driven need in the city or within a specific district(s) in a new or different way	10
Project description adequately describes proposed activities and quality of project design	10
Demonstrated community support and collaboration; facility appropriate to carry out proposed activity, including proof of site control	5
<i>Activities, Outputs, Outcomes (Short and Long-term) & Impacts</i>	20
Clearly identifies and describes past and proposed outputs	5
Demonstrated successful lasting benefits for program outcome/evaluation	5
Evidence and adequacy of process and tools to measure outcomes	5
Strength of proposed outputs	5
<i>Budget</i>	20
Strength of finances, including adequate cash on hand, minimal amount of unspent CDBG funds, etc.	5
Strength of other funding sources/Leveraged funds	5

Demonstrated acceptable financial management system	5
Budget is accurate, reasonable, necessary, and related to proposed activity	5
<i>Contractual Compliance (Current Subrecipients only)</i>	-20
Contractual Obligations (Timeliness & adherence to program guidelines)	-15
Program Monitoring	-5

REQUIRED ATTACHMENTS DOCUMENT

The following attachments must be uploaded to Oracle as attachments to your application:

- A copy of your federal tax-exempt designation from the Internal Revenue Service. Label as **ATTACHMENT 1: NONPROFIT DESIGNATION.**
- Provide at least one proof** that the organization has operated a program/project activity for at least two (2) years. Label as **ATTACHMENT 2: OPERATING PROOF.** Proof must be dated **during calendar year 2021** and consist of **ONE** of the following:
 - Annual Report of sponsoring organization describing program accomplishments.
 - Program/project evaluation report or letter from outside evaluator.
 - Performance report made to an outside funding source, e.g., Exhibit E of NOF contract with City of Detroit.
 - Minutes of Board of Directors meeting containing performance status/update of program activity; or
 - Article in newspaper or publication of general circulation describing organizational program or activities.
- To demonstrate financial standing and capacity, provide a copy of your certified Audit or Financial Statement, including cash flow statement, income and expense report and balance sheet, IRS form 990 for your most recent fiscal year, (or within past two years). Label as **ATTACHMENT 3: FINANCIAL STATEMENT.** This statement should reflect the **annual expenses.** If your organization has had an audit, please attach **ONE COPY OF THE MOST RECENT AUDIT TO THE ORIGINAL COPY** of this proposal.
- If you are incorporated, provide a copy of your most recent **Non-Profit Corporation Information Update.** Label as **ATTACHMENT 4: 2023 MICHIGAN ANNUAL REPORT.** Updates should have been filed with the State of Michigan on or before October 1st at www.michigan.gov/fileonline
- A copy of your organization's Certificate of Incorporation and Bylaws with the State of Michigan. Label as **ATTACHMENT 5: ARTICLES OF INCORPORATION AND BYLAWS.**
- A copy of your organization's current year (2023) Certificate of Good Standing. Label as **ATTACHMENT 6: CERTIFICATE OF GOOD STANDING.**

- A copy of your organization’s recent Bank Statement to show proof of operating cash (*within past 3 months*). Label as **ATTACHMENT 7: BANK STATEMENT (or other proof of operating cash)**.
- If CDBG/NOF funds are currently under contract, a copy of your current Scope of Service. Label as **ATTACHMENT 8: EXHIBIT A: SCOPE OF SERVICE**.
- If CDBG/NOF funds are currently under contract, a copy of the most recent Schedule E Performance Report. Label as **ATTACHMENT 9: EXHIBIT E: PERFORMANCE OUTCOME REPORT**.
- Copy of your organization’s Sustainability Plan. **Label ATTACHMENT 10: ORGANIZATION SUSTAINABILITY PLAN**
- Copies of your most recent health department, fire marshal, and building inspection reports. Label as **ATTACHMENT BI # 3: HEALTH DEPARTMENT BUILDING INSPECTION, ATTACHMENT BI #4: BUILDING SAFETY ENGINEERING ENVIRONMENTAL INSPECTION, AND ATTACHMENT BI #5: FIRE MARSHAL INSPECTION**. If unavailable, provide a statement of explanation.

Additional Required Documentation

- **Organizational Brochure (optional)**
- **Staff Resumes (or job description, if applicable)** for ALL persons responsible for administration and implementation of the grant, if the position is not filled, attach job description(s) (*Label Attachment as Org Staff #2 Resumes*)
- **Letters of Support - At least (3) three signed support letters dated after January 1, 2023.**

Letters from program recipients or community organizations providing similar services and/or serving a similar population. These letters should clearly indicate the need for the program, the impact of the program, efforts that have been made to collaborate and/or the reasons the applicant is an appropriate organization to be awarded a grant. These letters should include the name, address, and signature of the author. It is recommended that at least one of the support letters be from a program recipient or participant. *Label Attachment as PS #2: LETTERS OF SUPPORT*.

- **Sign & Submit Exhibit N.** Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier covered Transactions.
- **Sign, Notarize, and Submit Certification.** HUD Final Rule: Revised Church and State Regulations Certificate

ATTACHMENT NAMING CONVENTION

Please note, the following naming conventions are to be used for attachments to complete the application. Certain application questions allow respondents to either upload a document or address the question in writing directly below, while others will ask for an attachment response. Please refer to the question for details. *Not properly responding to a question or incorrectly naming attachments may adversely affect your application score.*

<u>Name Of Attachment</u>	<u>Description</u>
Attachment # 1:	Nonprofit Designation
Attachment # 2:	Operating Proof
Attachment # 3:	Recent Financial Statement and most recent audit or 990
Attachment # 4:	2023 Michigan Annual Report
Attachment # 5:	Articles of Incorporation and Bylaws
Attachment # 6:	2023 Certificate of Good Standing
Attachment # 7:	Bank Statement (within past 3 months)
Attachment # 8:	Exhibit A - Scope of Services
Attachment # 9:	Exhibit E - Performance Outcomes Report
Attachment # 10:	Organization Sustainability Plan
BI # 1:	Proof of Ownership
BI # 2:	Proof of Lease Agreement
BI # 3:	Health Department Building Inspection
BI # 4:	Building Safety Engineering Environmental Inspection
BI # 5:	Fire Marshall Inspection
Org Brochure # 1:	Organizational Brochure
Org Staff # 2:	Staff Resumes or job description, if applicable
PS # 1:	Intake Form
PS # 2:	Letters of Support from a Recipient of Program or Partnering Organization
Bud # 1:	Other funding sources – Award Letters
Bud # 2:	Financial Management System
Bud # 3:	Budget Explanation and Justification

DEFINITIONS

Agency Identification and Signature Page verifies the non-profit status of your organization and provides information about your service area.

FAIN Federal Award Identification Number

Problem Statement describes the specific social condition (s) to be address.

Inputs are the resources that will be used to achieve the program objectives. Inputs include staff, volunteers, facilities, equipment, and supplies. Additional resources such as collaborations and referrals may also be categorized as inputs. Resumes and job descriptions submitted with this proposal provide evidence the organization can implement the program, based on the experience and qualification of its staff.

Activities are the types of services the program provides. This is what the agency does with the inputs to fulfill its mission and to provide services. For example, sheltering homeless families, educating the public about the signs of child abuse, and providing adult mentors for youth. Program activities result in outputs.

Outputs are the direct products of program operation, measured in terms of the volume of work accomplished. For example, the number of classes taught, the number of counseling sessions conducted, or the number of participants served. Outputs should lead to a desired benefit for participants.

Outcomes are the benefits or changes clients experience during or after participating in program activities. Outcomes may relate to changes in knowledge, attitudes, values, skills, behavior, condition, or other attributes. Examples of program outcomes include greater knowledge nutritional needs, improved reading skills, more effective responses to conflict, getting a job and having greater financial stability. Agencies 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 project, program, or policy, both the intended ones, as well as ideally the unintended ones. For example, an Impact question is structured to answer the question: how outcomes such as participants' well-being have changed if the intervention had not been undertaken.

Program Budget outlines the financial resources by cost categories that are required to carry out the program objectives. The budget must clearly reflect all aspects of the program, whether it is transportation of clients to the program site, the printing of brochures describing the program to potential clients, or the salaries of the staff operating the program. It should also reflect the total amount of CDBG dollars requested, as well as other secured and anticipated funding sources for the program.

Organizational Budget is a copy of your Board-approved organizational budget for the current program year must be provided as an Attachment, in a form that is acceptable to the Housing and Revitalization Department. This budget must outline all expenditures and include a list of secured and anticipated funding sources.

Subrecipient is a government agency, non-profit or For-Profit, or College that undertakes selected activities on behalf of Grantee.

CBDQ is a community-based development organization whose primary purpose is to undertake community development by addressing one or more critical problems areas with special attention on low- and moderate-income persons.