

CITY OF DETROIT
Michael E. Duggan, MAYOR

2014-2015

COMMUNITY DEVELOPMENT BLOCK GRANT/NEIGHBORHOOD OPPORTUNITY FUND

**HOMELESS PUBLIC SERVICE
REQUEST FOR PROPOSALS
INFORMATION PACKAGE**

I. ABBREVIATIONS

CDBG	-Community Development Block Grant
CPC	-City Planning Commission
CRC	-Citizen Review Committee
NOF	-Neighborhood Opportunity Fund
P&DD	-City of Detroit Planning & Development Department
RFP	-Request for Proposals

II. REQUEST FOR PROPOSALS

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 community organizations that wish to participate in the development and implementation of CDBG/NOF projects as advisors and/or as operating agencies may submit proposals.

All proposals must be complete (in all copies) and received in the offices of the City of Detroit, Planning and Development Department **on or before 5:00 PM, on THURSDAY, APRIL 17, 2014.**

III. CDBG/NOF PROGRAM INFORMATION

The CDBG program is a Federal grant program administered by the U.S. Department of Housing and Urban Development. This program provides entitlement grants determined by formula to the City of Detroit.

The overall goal of Detroit's CDBG program is to develop a viable urban community by providing funding for decent housing, economic opportunities, needed services and a suitable living environment, primarily for persons of low and moderate income. The Mayor and City Council of the City of Detroit determine how these grant funds will be spent based on HUD regulations regarding the grant's national objective, activity eligibility, citizen participation, etc.

COMMUNITY DEVELOPMENT CONSOLIDATED PLAN

In 2012, the City of Detroit submitted a new three-year Community Development Consolidated Plan. The plan follows regulations and guidelines from the U.S. Department of Housing and Urban Development (HUD). This plan was submitted to, and approved by HUD. The complete plan includes sections on community development needs, current conditions, strategies for meeting community development needs, and mechanisms for monitoring progress in meeting these needs. Each year the City submits an annual action plan that includes the applications to HUD for CDBG/NOF, HOME, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons With AIDS (HOPWA) program funding.

CDBG/NOF projects which the City intends to fund will be included in the Action Plan. Prior to submission to HUD, a summary of the plan will be published and a public hearing on the plan will be held. Comments on the plan will be received at the public hearing and by appointment, telephone, and written communication to the Detroit Planning and Development Department. Comments will be considered and changes made in the plan if necessary or desirable.

The NOF program is part of Detroit's CDBG program. The overall NOF program goal is to fund neighborhood improvements and services identified by neighborhood organizations. Funding is provided to projects limited in scope for completion in one year. Projects should be consistent with the HUD Consolidated Plan, Detroit Future Cities Analyses and existing neighborhood plans and activities.

PUBLIC SERVICE ACTIVITIES

CDBG regulations provide for many eligible activities including "Public Service" activities¹.

¹ Public Service activities are an eligible activity category in the HUD regulations (24CFR 570.201(e)).

Public Service activities are typically considered to be "social service" in nature. For example, Public Service activities can include but are not limited to employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, food programs, recreational needs, etc. Public Service activities must also meet the HUD national objective of benefit to low/moderate income persons. Unlike other CDBG activities i.e. home repair, Public Service activities are **limited** to 15 percent of the CDBG grant (entitlement plus program income). The 15 percent cap on public service funds affects the number of groups that can be funded and/or the amount of funding they can receive. The City reserves the right to fund less than the fifteen (15) percent cap.

In addition to meeting CDBG regulations, these activities must also be consistent with the City of Detroit's Consolidated Plan.

DEFINITIONS

Subrecipient - A public or private nonprofit agency, authority, or organization, receiving CDBG funds from the recipient or another subrecipient to undertake activities, eligible for such assistance under 24 CFR 570.201-570.203.

Community-Based Development Organization (CBDO)- A public or private nonprofit agency, authority or organization specifically authorized to provide "Neighborhood Revitalization and/or Development" assistance. Examples include: neighborhood revitalization activities (include construction; rehabilitation; and facility and other improvements), community economic development programs, or energy conservation projects.

Community-Based Development Organization (CBDO) designated as a Subrecipient - A public or private nonprofit agency, authority, or organization, receiving CDBG funds from the City that 1) is specifically authorized to provide "Neighborhood Revitalization and/or

Development” assistance and 2) carries out other eligible activities.

IV. CHARACTERISTICS OF COMMUNITY ORGANIZATIONS

Community organizations making proposals for CDBG/NOF should have the following characteristics:

1. Distinct boundaries and /or service areas
2. Elected officers and board
3. Representation of people within their boundaries and/or service areas
4. Open meetings and membership
5. Public records
6. Ability to carry out approved projects, receive funds and disburse payments.

Organizations should consider the following when defining their activities and project areas:

1. Target Area. The impact of activities may be dissipated in an area that is too large. If the boundaries of the neighborhood organization are very large, consider targeting the proposed activity for greater impact.
2. Likewise, the impact of activities may not benefit a sufficient number of people or area if the area is too small. If the boundaries of the area are too small, consider collaborating with adjacent organizations for a joint proposal, or expanding boundaries.
3. Umbrella Organization – (Coalition of Several Groups). A smaller group within the boundaries of an umbrella organization should consider the benefits to a greater number of people. If a smaller group is within the boundaries of an umbrella group, consider coordinating the submission of a proposal.

V. ROLES OF PARTICIPANTS IN CDBG/NOF APPLICATION PROCESS

Participants in the CDBG/NOF application process include community organizations and City agencies of the executive and legislative branches of government. Each of the roles are described below:

A. COMMUNITY ORGANIZATIONS

Community organizations include neighborhood resident organizations, neighborhood business organizations, local community development corporations, citizen district councils, block clubs, human service organizations, etc.

EXECUTIVE BRANCH OF GOVERNMENT:

B. MAYOR

The Mayor submits a proposed annual budget to the City Council (including the CDBG/NOF funding categories) for their consideration. The Mayor has assigned CDBG/NOF duties, described below, to the Planning and Development Department.

C. PLANNING AND DEVELOPMENT DEPARTMENT (P&DD)

As coordinator for the CDBG/NOF program, the Planning and Development Department advises the Mayor on the CDBG categories. The P&DD also distributes, receives and evaluates CDBG proposals.

PDD also carries out approved endeavors at the direction of the Mayor.

D. EMERGENCY MANAGER

On March 14, 2013 in accordance with Michigan's "Public Act 436 of 2012" the City of Detroit was appointed an Emergency Manager. "PA 436 grants the EM broad powers in receivership to affect fiscal accountability and provision of necessary governmental services essential to the public health, safety, and welfare.

LEGISLATIVE BRANCH OF GOVERNMENT:

E. CITY COUNCIL

City Council will deliberate on funding recommendations in the consideration of the Mayor's proposed annual budget (including CDBG categories) and the City Planning Commission CDBG/NOF recommendations.

F. CITY PLANNING COMMISSION (CPC)

The City Planning Commission is as nine (9) member body that advises City Council on among other things the CDBG/NOF funding.

VI. CATEGORIES/PRIORITIES

The City of Detroit has established priorities. The City will make funding recommendations based on the following priorities:

Within the Homeless Public Service priority, particular emphasis is placed on the following activities:

- Street Outreach
- Emergency Shelter
- Rapid Re-housing
- Homeless Prevention Activities

VII. PROPOSAL EVALUATION CRITERIA

Threshold criteria are general requirements that every organization's proposal must meet in order to qualify for CDBG/NOF funding. Proposals

that do not meet the threshold criteria will not be evaluated and ranked for selection with other qualifying proposals.

Threshold Criteria:

NOTE: PROPOSALS MUST MEET ALL THE FOLLOWING THRESHOLD CRITERIA OR THEY WILL BE REJECTED.

1. Must meet HUD National Objective;
2. Group must attend the 2014-15 CDBG/NOF workshop;
3. Proposal must be complete, typed, and submitted by the deadline and on correct form;
4. Must have at least five (5) member board, which meets at least quarterly;
5. Must have 501(c) 3 status prior to applying for proposal;
6. Must have at least one year of operation and proof of operations;
7. Must not have unresolved government audit and monitoring problems (i.e. tax, legal, etc);
8. Must submit most recent fiscal year cash flow statement, financial statement and if available, recent audit;
9. Within the last 12 months, must have three (3) support letters;
10. Must read and sign Certification form;
11. Must submit current Non-profit; Corporation Information Update (Michigan Annual Non-Profit Report);
12. Must submit Certificate or Articles of Incorporation;
13. Must provide demonstrable outputs and/or outcomes;
14. Applicants organization must provide proof of operating cash on hand (at least 7% of the request) (PS and HPS only).

THRESHOLD CRITERIA DETAIL

1. **Must meet HUD National Objective.**

Activities proposed project must meet the HUD national objective eligibility requirement of benefiting persons with low/moderate income. The proposed project must be eligible homeless public service activity under Community Development Block Grant Regulations (24 CFR Part 570).

2. **Group must attend the 2014-15 CDBG/NOF workshop.** A leadership Representative (Officer, Board member, Management staff, etc.) from the organization **MUST** attend one of the CDBG/NOF proposal writing workshops.

3. **Proposals must be complete, typed submitted by the deadline and on correct form.** Proposal must be received by the date and time required. Proposals must be complete when submitted. No additional materials or signature will be accepted after the deadline.

Proposals must:

- Include all requested budgets and financial reports, support letters, signatures, certifications, (no missing or blank sections, signatures, attachments or exhibits etc.)
- Be legible, TYPED, and all components must be in the order prescribed in the proposal application package.
- In 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.

4. **Must have at least five (5) member board, which meets at least quarterly.**

Sponsors must have a functioning multi-member board of at least five members which meets at least quarterly and is representative of the community or neighborhood involved. Names and addresses of board members who are residents and who represent other organizations must be listed in the application, including a statement that the majority of the Board of Directors is not family-controlled or related by blood or marriage.

5. **Must have 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. Acceptable proof is both of the following:

- IRS Determination letter,
- Nonprofit incorporation papers

6. **Must have at least one year of operation and proof of operations.** Sponsors must have been an existing organization for at least one year prior to submission of this CDBG/NOF application and provide evidence that it has been operating the proposed public service for at least one year or has the capacity to operate the service. Programs outputs and date of incorporation MUST be provided to document program existence. Proof dated January 1, 2013 showing that the sponsor has operated a program or project must be provided. See proposal attachments for program operation proof.

7. **Must not have unresolved government audit and monitoring problems (i.e. tax, legal, audit, etc)**
Sponsor cannot have unresolved government audit or monitoring problems such as City 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.

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

Include all applicable statements, financial reports and financial audit.

9. Within the last 12 months, must have three (3) support letters.

Within the last 12 months, must have (3) support letters. (Issues regarding dates and signatures will be an issue for ranking evaluation, but an undated or unsigned support letter will not automatically eliminate an organization's proposal).

10. Must read and sign 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.

11. Must submit current Non-Profit Corporation Information Update (Michigan Annual Non-Profit Report)

Provide report as an attachment.

12. Must submit Certificate or Articles of Incorporation.

Provide certificate as an attachment.

13. Must provide demonstrable outputs and/or outcomes.

Must provide, for example, 1. Output information on programs, activities, and number of participants and 2. Outcome information showing changes in your target population based on your program intervention.

14. Applicants organization must provide proof of operating cash on hand (at least 7 % of the request). (PS and HPS only)

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 7 percent cash on hand.

The Selection Criteria for 2014-2015 Homeless 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 70 points to be recommended for funding. Proposals will be ranked according to score and recommended for funding in rank order.

Each item will be scored as follows:

5 points: criterion is very strong

4 points: criterion is strong

2 points: criterion is acceptable

0 points: criterion is incorrect, incomplete or missing

HOMELESS PUBLIC SERVICE CRITERIA	total points
Meets City Consolidated Plan Priority	5
Organizational Information	
Unique experiences and qualifications--Org-1	5
Strength of board, including community representation, and number bonded--Org-2 thru Org-7	5
Staffing plan to implement program, including appropriate allocation of staff--Org-10	5
Management Plan	
Provided IRS form 990- MP-1	5
Provided a funding action plan for the activity/(ies) you plan on funding -MP-2	5
Provided a timing plan for Project/Activity -MP-3	5

Project Description	
Project description adequately describes proposed activities and quality of project design Sum -7, HPS-1 thru HPS-3	5
Project clearly specifies operational structure serving the community residents HPS-4 thru HPS-15	5
Demonstrated community support and collaboration--HPS-16, HPS-17, and support letters	5
Facility appropriate to carry out proposed activity, including proof of site control--HPS-19	5
Outputs and Outcomes	
Clearly identifies and describes past and proposed outputs--Out-1	5
Strength of proposed outputs--Out-2, Out-3	5
Demonstrated successful lasting benefits for program outcome/evaluation--Out-4	5
Evidence and adequacy of process and tools to measure outcomes--Out-5	5
Budget	
Strength of finances, including adequate cash on hand, minimal amount of unspent CDBG funds, etc.--Bud-1 thru Bud-7	5
Strength of other funding sources--Bud-8	5
Demonstrated acceptable financial management system--Bud-11	5
Budget is accurately computed--Bud-12	5
Budget is reasonable, necessary, related to proposed activity--Bud-12, Bud-13, and Bud-14	5

ALL COMMUNITY GROUP PROPOSALS FOR THE 2014-2015 CDBG/NOF PROGRAM YEAR MUST BE DELIVERED AS FOLLOWS: 04/2/14 to 04/16/14 mail or deliver proposals to the 23rd Floor. On Thursday 04/17/14, deliver proposals to the 12th Floor.) Cadillac Tower, 65 Cadillac Square, Detroit, MI 48226 No Later Than 5:00 P.M.

WARNING: COMMUNITY GROUP PROPOSALS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE ACCEPTED FOR FUNDING FROM THE 2014-2015 CDBG/NOF PROGRAM EVEN IF POSTMARKED BY THE DEADLINE DATE. FAXED COPIES OR COMPUTER E-MAIL OF PROPOSALS WILL NOT BE ACCEPTED.

NOTE: ALL PROPOSALS MUST BE SUBMITTED ONLY ON A 2014-2015 CDBG/NOF PROPOSAL FORM (ATTACHED).

WARNINGS

NOTE: Before CDBG/NOF project implementation can begin, an environmental review must be completed, HUD release of funds must be obtained, and appropriate contracts must be approved.

WARNING: No CDBG/NOF funds may be expended or committed prior to the required contractual agreements, which must be approved, by the Detroit Planning and Development Department, acting for the Mayor and the Detroit City Council.

WARNING: Approval of a PROPOSAL by City Council does not constitute approval of the required CONTRACT! Decisions on all proposals and contracts shall not be final until approved by the Emergency Manager's office.

Approval of the required contract does not occur until the community group sponsor of the CDBG/NOF grant has submitted various documents to the Planning and Development Department. Sponsors must not make commitments for the provision of services of any kind prior to approval of the required contract. This includes commitments for bookkeeping, architecture, planning, construction, rehabilitation or professional services of any kind.

The Planning and Development Department will convene a series of informational workshops to which all sponsors of approved grants will be invited. Staff will explain the CDBG/NOF process and answer questions. Grant sponsors are advised to carefully read the invitation to the workshop and carefully follow the instructions found in the invitation.

Completion of a CDBG/NOF contract is tied directly to participation in these workshops.

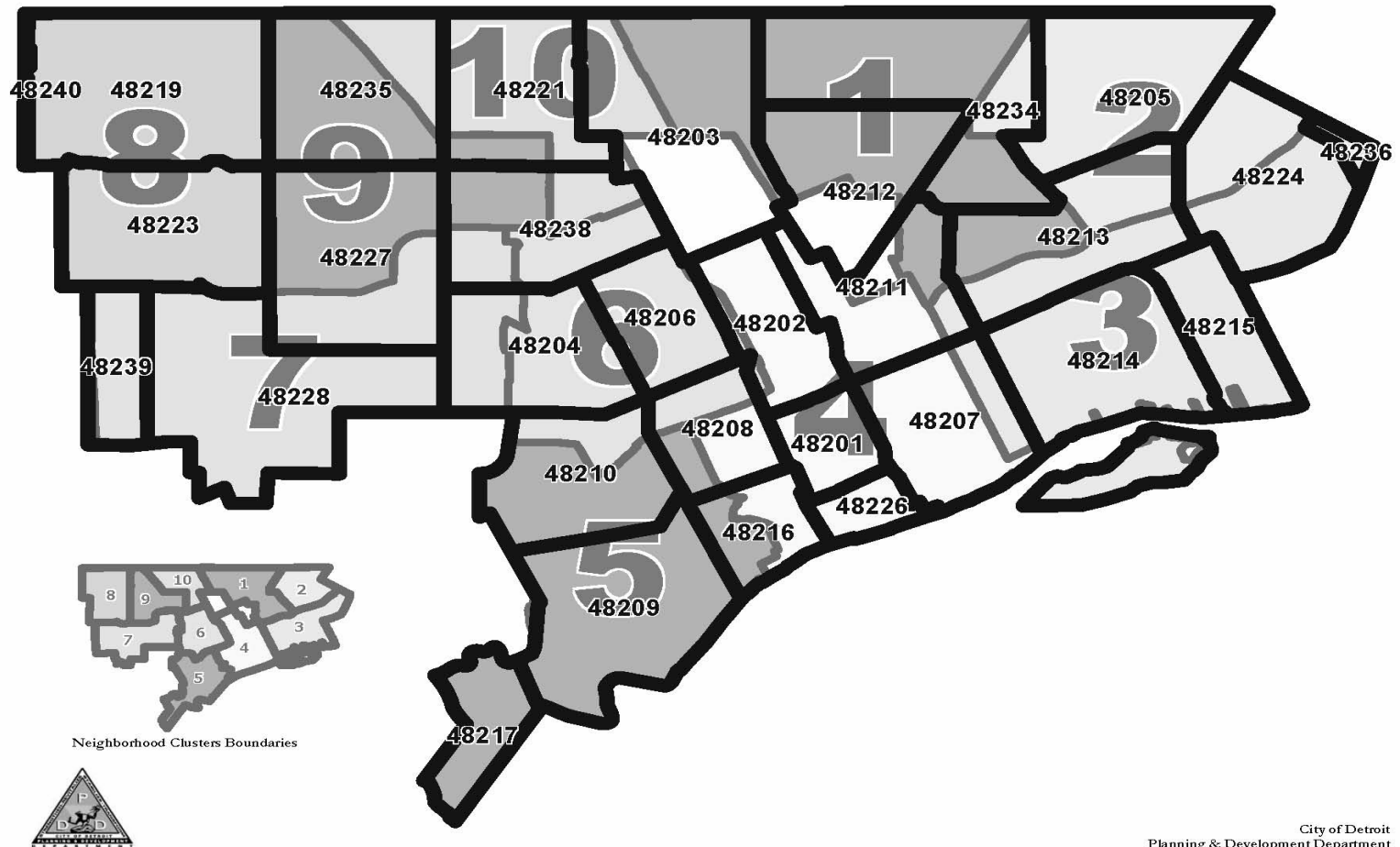
NOTICE OF NONDISCRIMINATION: THE CITY OF DETROIT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, AGE, HANDICAP, SEX OR SEXUAL ORIENTATION. COMPLAINTS MAY BE FILED WITH THE DETROIT HUMAN RIGHTS DEPARTMENT, COLEMAN A. YOUNG MUNICIPAL CENTER, DETROIT, MI 48226

Proposals are due before 5:00 pm on Thursday, April 17, 2014

**Detroit Planning & Development Department
04/2/14 to 04/16/14 mail or deliver proposals to the 23rd Floor,
on Thursday 04/17/14 deliver proposals to the
12th Floor,) Cadillac Tower,
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NO LATER THAN 5:00 P.M. ON
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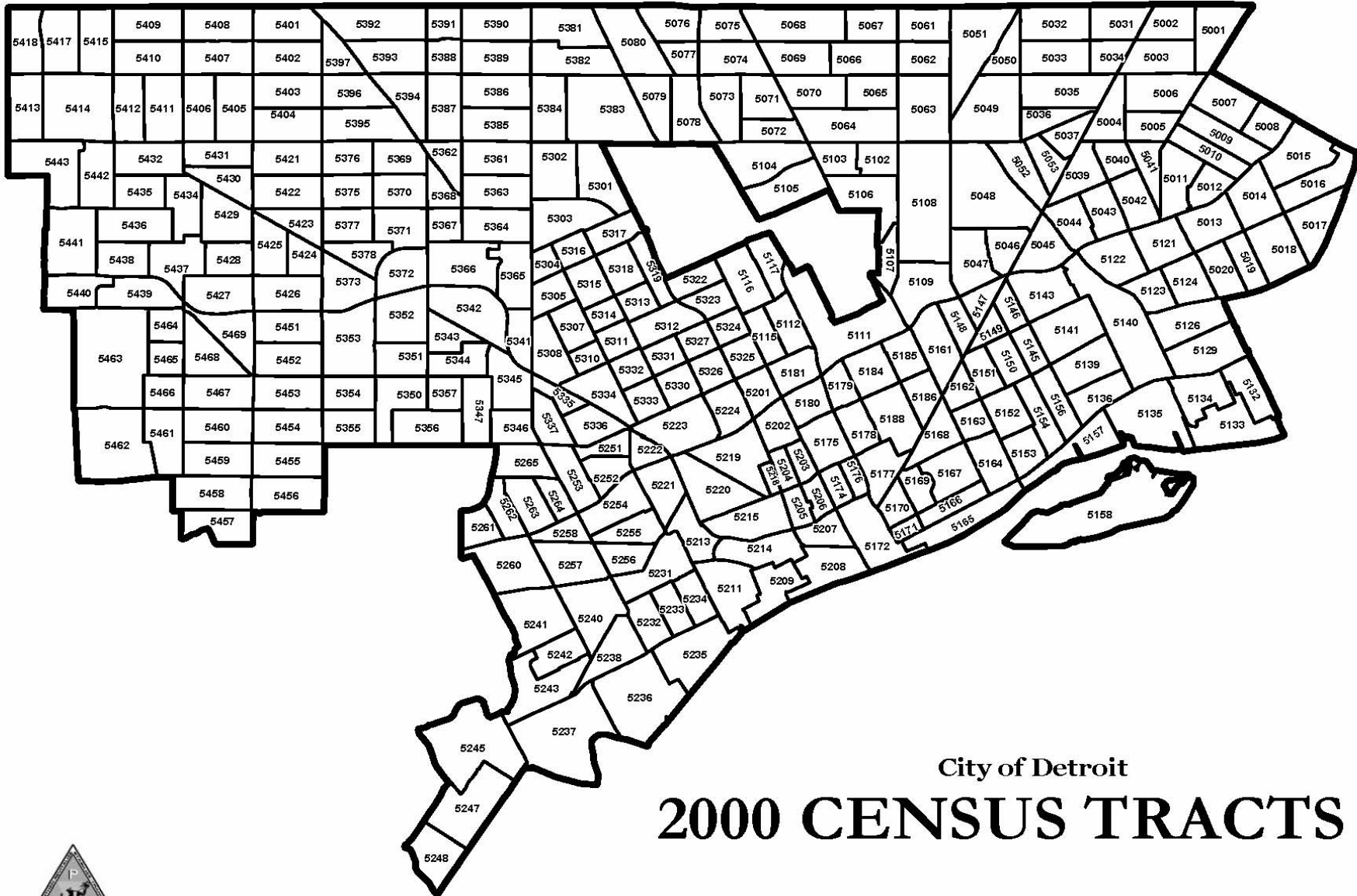
MAPS

CLUSTERS AND ZIP CODES



City of Detroit
Planning & Development Department
revised, 2006

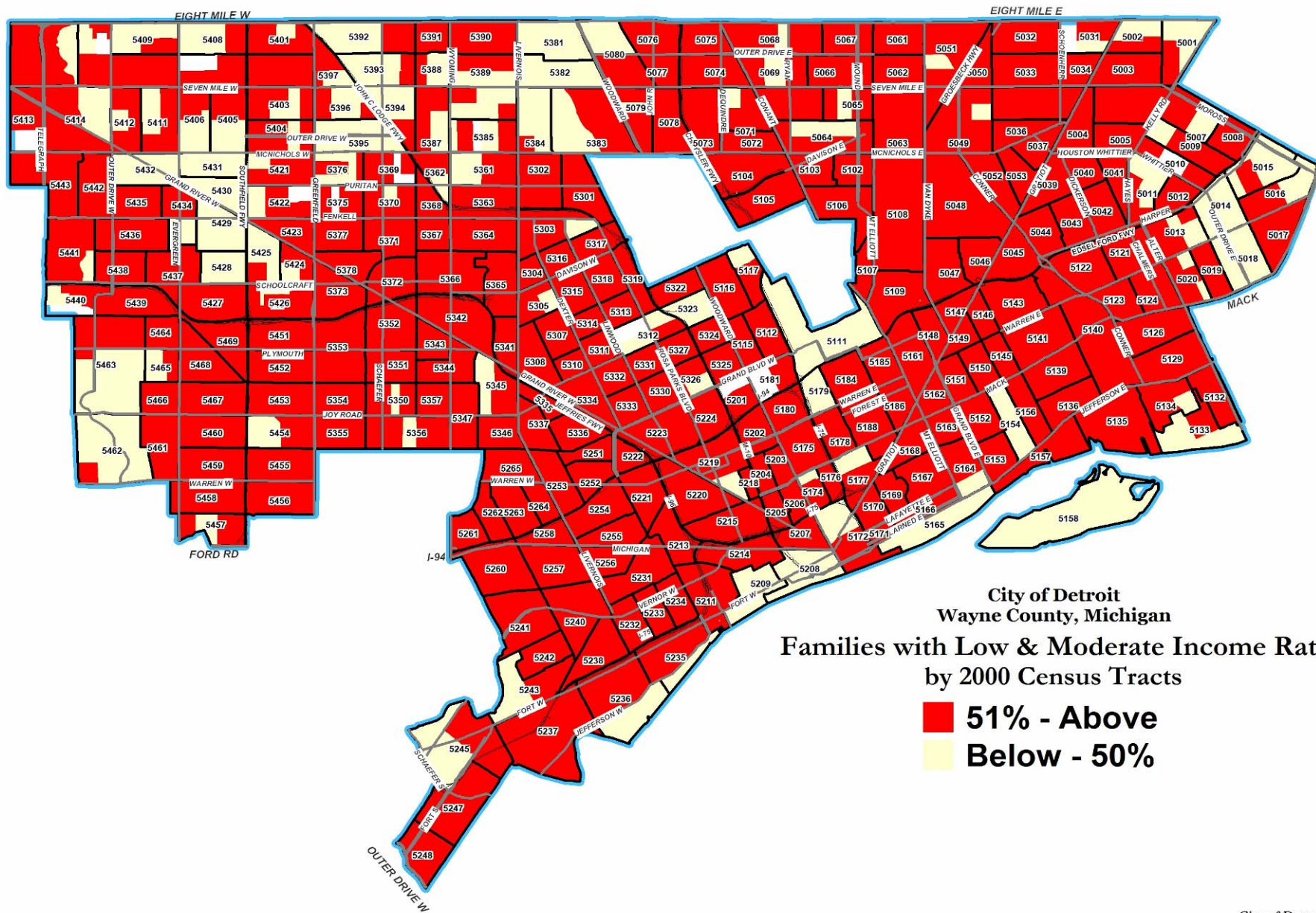
CENSUS MAP



City of Detroit
2000 CENSUS TRACTS

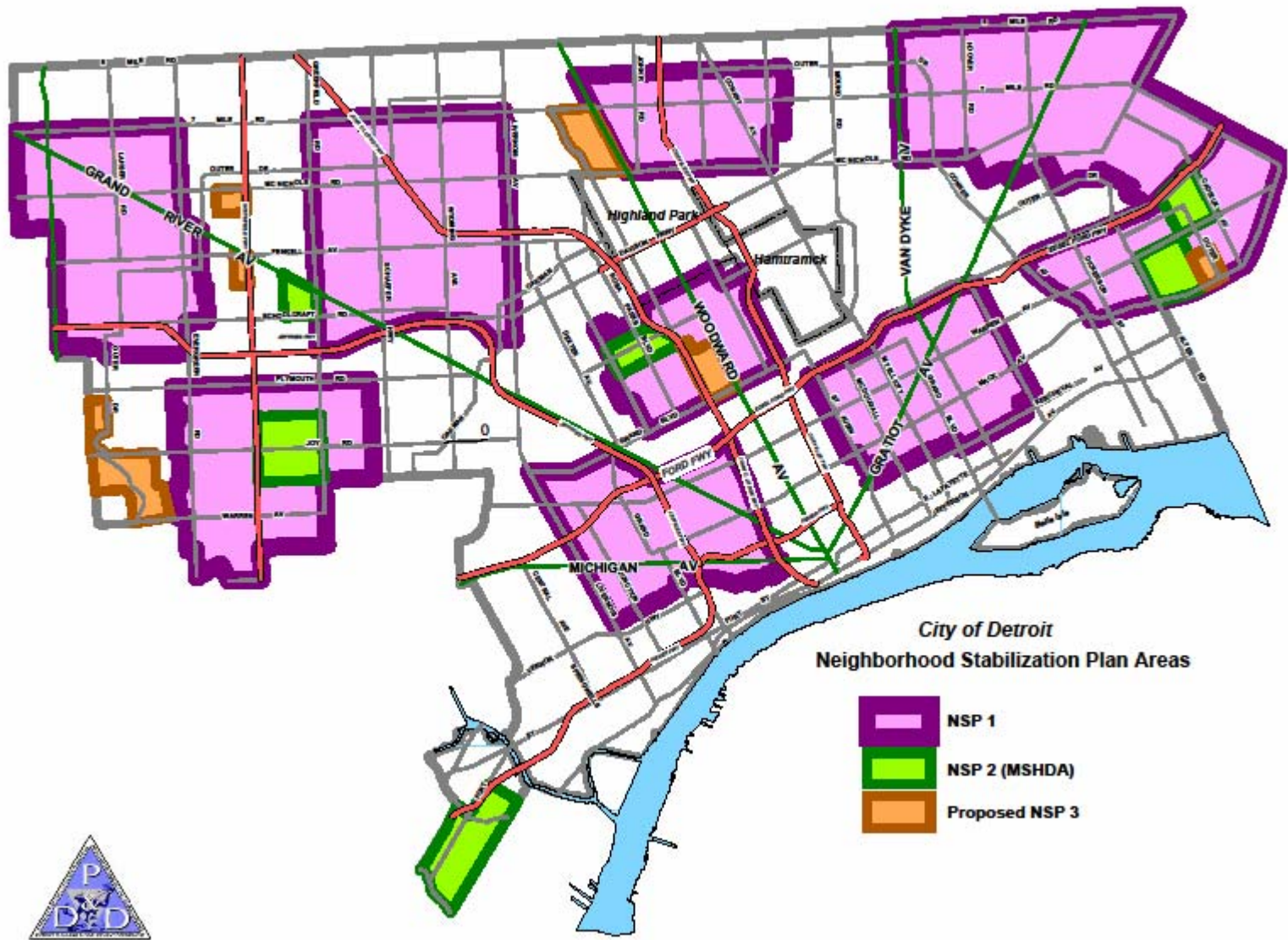


City of Detroit
Planning & Development Department



City of Detroit
Wayne County, Michigan
Families with Low & Moderate Income Rate
by 2000 Census Tracts

■ 51% - Above
■ Below - 50%



City of Detroit
Neighborhood Stabilization Plan Areas

- NSP 1
- NSP 2 (MSHDA)
- Proposed NSP 3