CITY OF DETROIT

CDBG/NEIGHBORHOOD OPPORTUNITY FUND

2020-2021 Application Workshop

August 21, 2019

Housing and Revitalization Department
Neighborhood Opportunity Fund Division

AGENDA

Welcome/Opening Remarks
Consolidated Plan Strategy & Annual Action Plan
Public Service Program and Application Overview
Bid Sync Overview / Timeline Summary
Questions and Answers

Neighborhood Services

NOF Team

Kerry Baitinger
Community Development Specialist

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Community Development Specialist

Sandra O'Neal
Community Development Specialist

Mandy Valentine
Community Development Specialist

Tamra Hardy
Director

Neighborhood Opportunity Fund

Our Purpose

To provide organizations with a better understanding of the CDBG/NOF application process and to endow 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.

WHAT THIS WORKSHOP WILL NOT COVER

- Individual questions as they relate specifically to an organization's application such as reviewing specific responses or individual question responses will not be addressed at this workshop.
- Information on Public Facility Rehabilitation Grants
- Information on Homeless Solution Grants
- Information on Housing Rehabilitation Grants

WHAT THIS WORKSHOP WILL COVER

If you are interested in applying for the
2020-2021 CDBG Neighborhood Opportunity Funds

YOU ARE IN THE RIGHT PLACE……

CDBG/PUBLIC SERVICE

NEIGHBORHOOD OPPORTUNITY FUND

ELIGIBILITY

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.***

WHAT IS PUBLIC SERVICE?

In this case, it is Services provided to the community by a Non-Profit Organization

Recreation	Seniors	Food bags
Youth tutoring	Prescriptions	Legal Services
Hot Meals	Dental Services	Health Clinic

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

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

Board Membership

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

Workshop Attendance

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

Non-Profit Status

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

Completed Proposals

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

Operating Proof

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

CDBG NOF THRESHOLD CRITERIA

Issue Free Audits/Monitoring

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

Certifications

Must read and sign Certification form

Current Financial Statements

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

Michigan Annual Non-Profit Report (2018 or 2019)

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

Articles of Incorporation

Must submit Certificate of Good Standing and Articles of Incorporation.

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
- Agency must provide letter of Good Standing from State of Michigan
- 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

CDBG/NOF Eligibility Requirements

Continued

- Most recent IRS Form 990, if applicable
- The program in which funds are being applied has been in operation for at least two years
- Program services provide direct benefit to low and moderate incomes persons

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

2020 – 2021
PUBLIC SERVICE APPLICATION OVERVIEW

CDBG/NOF

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)
- ✓ 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 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

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

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 OVERVIEW

Community Development Priority Areas

Please make sure you select the right funding priority for the program you are requesting funding for.

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

ORGANIZATIONAL INFORMATION

Briefly 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?

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

DETAILED PROJECT DESCRIPTION

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?
- Number of participants that fall in the low-mod income range?
- Describe how the activity will be implemented, operated, and administered.
- What major equipment, special events, field trips or like components are necessary to operate the project?
- What and how many workers by job title will plan, supervise, and monitor project performance?
- If volunteers are used, how many and what will they do?
- Are there any other organizations that provide a similar service?

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 kind of community support do you receive, including volunteer and in-kind support?

- What specific community unmet need is being addressed through this program?

Project Description

Public Service Activity

Community Support:

- Where in your program can you demonstrate innovation; what sets your organization apart from others providing similar services?
- Describe the network(s), planning tables, partnership, working groups you are involved in that enhance your ability to deliver this program.
- In what ways is your organization collaborating or partnering with other organizations?
- 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).

II. Activities, Outputs, Outcomes, and Impacts

Evaluation and Learning

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.

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)

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

OUTPUTS/ACTIVITIES

Service/Activity Name:
After School Recreation Program/Project
Service/Activity Description:
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.

Outputs

# Persons Served Monthly	# Unduplicated Persons Served annually	Days Service Provided	Times Service is Provided	Personnel Implementing this Activity	Title
35	*400*	*Mon, Wed, and Fri.*	*3:30pm to 5:30pm*	*Ann Smith, Ed Jones*	*Rec. Coordinator* *Phys. Ed. Assistant*

Benefits to Participants (Outcomes)

- *Develops skills in sports and other recreation activities*
- *Engages youth in constructive, supervised play*
- *Provides no cost care for children while parents are working.*

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?
- How successful was your program in achieving the proposed outcomes?
- What outcomes indicators were used to determine the results?

III. BUILDING INFORMATION

Where are you implementing the program?

- Does the building use comply with zoning regulations?
- Is your facility ADA compliant?
- If no, what are you doing about it?
- Are your property taxes current?
- Does the building comply with building and fire code regulations?
- Has this building been inspected by the fire marshal?
- Does sponsor have sufficient income to operate/maintain the site?

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 must recent audit?
- List other funding sources.
- Describe your financial management system.
- If you are a current Sub-Recipient, have your submitted timely drawdown packets?
- Are your taxes and water bills current?

Public Service Budget

Complete the following budget form for the requested public service activity:	Amount from other funding source(s)	Amount from 2019-2020 CDBG/NOF
PERSONNEL*(List title for each position covered in this request - should match total from salaries- Org-10)*		
Employer Taxes (FICA, FUTA, etc.)		
Fringe (health insurance, life insurance, etc.)		
Independent contractor/consultant personal services contracts *(List title for each & hourly rate or weekly pay or other fee scale)*		
OPERATING EXPENSES ***(pro rata share)***		
SPECIFIC PROGRAM/PROJECT EXPENSES –Excluding personnel ***(Itemize)***		
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?

PUBLIC SERVICE APPLICATION SCORING

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 - 15 points
- ✓ Budget - 25 points
- ✓ Contractual Compliance - (-10 point deduction)

Scoring Criteria

PUBLIC SERVICE CRITERIA	Total points	Scoring Criteria Grid		
Organizational Information	*25*			
Project Description	*35*			
Project addresses a relevant, data-driven need in the city or within a specific district(s) in a new or different way *Delivery Innovation PS 2,16,22-26*	**5**	**4-5 Points:** Applicant clearly defines program objective , identifies organizations providing similar services in the program service area, the project addresses at least 1 unmet need. The project demonstrates innovation. The project impacts a specific social condition.	**2-3 Points:** Applicant defines program objective but some part may be unclear. 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. The project impacts a specific social condition.	**1 Point:** Applicant does not define the program/project objective. Applicants fails to identify organizations providing similar services in the program service area. The project does not meet at least 1 unmet need. The project does not demonstrate innovation. The project does not impact a specific social condition.
Project description adequately describes proposed activities and quality of project design *MP 1,2; PS 1,2,13,19*	**10**	**4-5 Points:** Applicant clearly describes the project/program for which funds are being requested, gives example/examples of ways that specific actions are undertaken in conjunction with neighboring community organizations to deliver services, provides program/project weekly operation schedule. Applicant provides detailed and complete funding action plan and calendar of events.	**2-3 Points:** Applicant describes the project/program for which funds are being requested. Applicant may or may not give an example/examples of ways that specific actions are undertaken in conjunction with neighboring community organizations to deliver services. Applicant may or may not provide a program/ project weekly operation schedule. Applicant may or may not provide a detailed and completed funding plan and calendar of events.	**1 Point:** Applicant does not describe the project/program for which funds are being requested. Applicant does not give an example or examples of ways that specific actions are undertaken in conjunction with neighboring community organizations to deliver services. Applicant does not provide a detailed and complete funding action plan and calendar of events.
Project clearly specifies operational structure serving the community residents *PS 12;19-21*	**7.5**	**4-5 Points:** Applicant outlines clear and detailed plan for program sustainability when funding ends	**2-3 Points:** Applicant outlines a plan for sustainability when program funding ends that is vague or unclear in some areas	**1 Point:** Applicant outlines a plan for program sustainability when funding ends that is unclear and unrealistic
Service is provided in at least one of the target areas (see target area map in the maps section of this info. Package) *PS 14; Sum 6-8*	**5**	**4-5 Points:** Applicant provides services within a targeted area, lists all census tracts in which the program takes place	**2-3 Points:** Applicant does not provide services within a targeted area, lists all census tracts in which the program takes place	**1 Point:** Applicant does not provide services within a targeted area, does not list all census tracts in which the program takes place
Demonstrated community support and collaboration; facility appropriate to carry out proposed activity, including proof of site control *PS 16-19, BI 1,2 and 3 Community/Participant Support letters*	**7.5**	**4-5 Points:** Applicant shows knowledge of other organizations administering similar programs/projects in applicant's service area. Applicant details community support, specifically how their program relates to the community surrounding the service area and how the applicant's organization involves the other community members and organizations.	**2-3 Points:** Applicant shows knowledge of other organizations administering similar projects in applicant's service area. Applicant may or may not detail community support. Applicant may or may not detail how their program relates to the community surrounding the service area. Applicant may or may not details how the applicant's organization involves the other community members and organizations.	**1 Point:** Applicant does not show knowledge of other organizations administering similar projects in applicant's service area. Applicant does not detail community support. Applicant does not detail how their program relates to the community surrounding the service area. Applicant does not detail how the applicant's organization involves other community members and organizations.

Quick Tips

QUICK TIPS

1. Answer every question
   - A blank answer automatically scores a Zero

2. Allow enough time to review your application before submitting
   - Having ample time to review helps to catch errors and increase your score

3. CDBG = Reimbursed money
   - This means you have to spend other money first

4. Tell us your story
   - We don't know what you're doing or how awesome your program is, unless you tell us in the application

5. Name your attachments after the question
   - Use the naming conventions provided in the application package

6. Don't wait to the last minute
   - Complete and upload your application and required attachments to BidSync

BIDSYNC

BidSync – Vendor Registration

1. Review the Bidsync materials
    1. Registration Instructions
    2. User Manual
    3. Vendor Frequently Asked Questions
2. Go to www.bidsync.com. Click on Try for Free. Get Bidsync Basic.
3. Fill out all Main Contact and Company Info fields. Click “Next Step.” Keywords page will appear. [Continue with next steps]

BIDSYNC

Application Submission

✓ All Proposal Applicants must register in BidSync (Bidsync is Free of charge)

✓ Bidsync is the only avenue to submit your CDBG/NOF applications, paper copies will not be accepted

For more information on BidSync system: call 313-224-1500

BIDSYNC

Contacts

If you have questions on using the BidSync system to respond to a bid, please contact BidSync customer support at:

800-990-9339

801-765-9245

Vendorsupport@bidsync.com

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 BidSync:
October 7, 2019 @ 4:00pm