

**Alton James**  
Chairperson  
**Lauren Hood, MCD**  
Vice Chair/Secretary

**Marcell R. Todd, Jr.**  
Director

# City of Detroit

**CITY PLANNING COMMISSION**  
208 Coleman A. Young Municipal Center  
Detroit, Michigan 48226  
Phone: (313) 224-6225 Fax: (313) 224-4336  
e-mail: [cpc@detroitmi.gov](mailto:cpc@detroitmi.gov)

**Brenda Goss Andrews**  
**Damion W. Ellis**  
**David Esparza, AIA, LEED**  
**Gregory Pawlowski**  
**Frederick E. Russell, Jr.**  
**Angy Webb**  
**Henry Williams**

July 16, 2020

## HONORABLE CITY COUNCIL

### **RE: 2021-22 Community Development Block Grant/ Neighborhood Opportunity Fund (CDBG/NOF) Program Update, Threshold Criteria, and Funding Priorities**

Similar to previous years, the Housing and Revitalization Department (HRD) is in the process of preparing its Request for Proposals (RFP) for the 2021-22 CDBG/NOF Public Service funding cycle. The City will be inviting community organizations, human service organizations, and non-profit organizations who wish to participate to submit proposals. This report provides an update of the timeline and requests Council Members to reaffirm the threshold criteria and its funding priorities for the 2021-22 CDBG/NOF Public Service review.

New this year, the City will be switching its RFP submittal mechanism from Bidsync to Oracle. As a result, HRD and the Office of Contracting and Procurement will be providing additional training for using the Oracle based system and will be hosting Oracle training on July 27, 2020.

Also consistent with previous years, HRD held a NOF best practices forum for community groups on July 1, 2020. HRD will be hosting two proposal writing workshops (virtually): one in August and one in September 2020. The workshop will also be available via YouTube. The workshops will also provide additional training for the Oracle system. The RFP is expected to be released August 28, 2020 and due for submission by October 2, 2020.

Detroit City Council has annually adopted threshold criteria and funding priorities for the Public Service CDBG/NOF allocations. The threshold criteria and Council's funding priorities have generally remained the same year after year. It is recommended that Council take the necessary actions to formally adopt the joint threshold criteria and funding priorities that City Planning Commission staff and the Housing and Revitalization staff use in reviewing the CDBG/NOF proposals for the applicable fiscal year.

Attached for Your consideration is a resolution to be used jointly by the Legislative and Executive branches of government for the review and evaluation of the 2021-22 CDBG/NOF Public Service proposals.

Respectfully submitted,



Marcell Todd, Jr., Director, CPC

Attachment  
cc: Donald Rencher, HRD  
Tamara Fontaine-Hardy, HRD

**BY COUNCIL MEMBER:** \_\_\_\_\_

**WHEREAS**, the City of Detroit is making preparations for the 2021-22 Community Development Block Grant/Neighborhood Opportunity Fund Public Service cycle; and

**WHEREAS**, each year the Council Member has listed threshold criteria and identified and ranked funding priorities for Public Service. **NOW THEREFORE BE IT**

**RESOLVED**, that the Detroit City Council adopts the following as Priorities in rank order and Threshold Criteria to be used jointly by the executive and legislative branches of the City of Detroit for the review and evaluation of the 2021-22 CDBG/NOF Public Service proposals:

**Priorities for Public Service:**

Public Safety, Seniors, Education, Recreation, and Health.

**Joint Threshold Criteria**

1. Must meet HUD National Objective;
2. Group must attend a CDBG/NOF RFP 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 and meets at least bi-annually;
5. Must have 501(c)3 status prior to applying for proposal;
6. Must have at least two years 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 or 990 within the past two years;
9. Must read and signed certification forms;
10. Must submit current Non-profit Corporation Information Update (Michigan Annual Non-Profit Report);
11. Must submit Certificate or Article of Incorporation;
12. Applicant's organization must provide proof of operating cash on hand (at least 7% of the request); and
13. Submit Certificate of Good Standing.