



CDBG - Neighborhood Opportunity Fund Threshold Requirements and FAQ

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.
2. **Group attended the CDBG/ NOF workshop or view the workshop online.**
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**).
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 members, which meets at least bi- annually and is representative of the community or neighborhood involved.
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.
6. **Has at least two years of operation and proof of operations.** Sponsors must have been an existing organization for at least two years prior to submission of this CDBG/NOF application and provide evidence that it has been operating the proposed public service activity for at least one year or has the capacity to operate the service.
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.
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) years.
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.
10. **Submitted current Non-Profit Corporation Information Update (Michigan Annual Non-Profit Report)** Provide report as an attachment.
11. **Submitted Certificate or Articles of Incorporation.** Provide certificate as an attachment.
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 7 percent cash on hand. **Public Service Request must be a minimum of \$100,000.**
13. **Submitted Certificate of Good Standing.** Provide certificate as an attachment.
14. **How do I submit a proposal for NOF grant?** All proposals will be submitted using Supplier Portal. All organizations interested in applying must register with Supplier Portal. Please Click here [New Supplier Registration](#). If you need assistance please contact the City of Detroit's Office of Contracting and Procurement at (313) 224-4600 or procurementinthecloud@detroitmi.gov
15. **Can I use CDBG/NOF grant to Rehab my house?** No, NOF Public Service has Five funding priority which include (Education, Public Safety, Health, Youth Recreation, and Seniors)
16. **Where can we go to view the cities past subrecipients?** Past subrecipient can be found on HRD's webpage below. <https://detroitmi.gov/departments/housing-and-revitalization-department/nonprofits-and-community-groups/neighborhood-opportunity-fund#documents-block>

