

CDBG - Neighborhood Opportunity Fund 2022 – 2023 Threshold Requirements

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).
2. **Group attended the 2022-2023 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.
3. **Proposal (s) complete and submitted on correct form by the deadline.** Proposal must be uploaded to Oracle 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. 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. **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 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, 2019, showing that the sponsor has operated a program or project must be provided. See proposal attachments for program operation proof.
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 (2021) Non-Profit Corporation Information Update (Michigan Annual Non-Profit Report)** Provide report as an attachment. Provide report as an attachment. Updates should have been filed with the State of Michigan on or before October 1, 2021.
11. **Submitted 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.
13. **Submitted Certificate of Good Standing.** Provide certificate as an attachment.

CDBG - Homeless Public Service 2017 - 2018 Threshold Requirements

Proposal must meet the following basic eligibility requirements in order for a proposal to be fully reviewed and scored. If the application does not meet the following threshold requirements, the proposal will not be reviewed or scored and will not receive a funding award.

Threshold for First Time Applicants:

1. IRS letter verifying tax-exempt 501(c)(3) status
2. A2: Proof of 2 years of experience providing homeless services with funding from the City, MSHDA, or MDHHS. Award Letter(s).

Threshold for All Applicants

1. **Submission of a complete proposal on time in response to this RFP** for FY 2017-2018 funding.
2. **Private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders or an individual.** If this is your organization's first time applying for Detroit ESG funds, provide evidence in Attachment 1.
3. **At least two (2) years of experience serving eligible homeless or at-risk populations** (as defined by [Homeless Definition Final Rule](#)) under one of the following programs as funded by the City, Michigan State Housing Development Authority (MSHDA) or the Michigan Department of Health and Human Services (MDHHS). If this is your organization's first time applying for Detroit homeless public service funds, provide evidence of experience in Attachment 2. (See checklist below for details)
4. **Demonstrate at least 1 person who has experienced homelessness is represented on its Board of Directors** or agree to comply if awarded funds. Evidenced in Attachment 3.
5. **Current participation in the Detroit HMIS system OR if organization has participated in another HMIS system**, Form 1, completed by your HMIS administrator verifying at least 1 year of participation.
6. **Board Homeless Participation** – letter from Board verifying the board participation of a person who has experienced homelessness including date of appointment.
7. **HMIS Certification** – only for those applicants who do not currently participate in Detroit's HMIS but have participated in another jurisdiction's HMIS for at least 1 year.

CDBG – Public Facility Rehabilitation 2017 – 2018 Threshold Requirements

1. **Must meet HUD National Objective.** Activities proposed must meet a HUD national objective requirement of benefiting persons with low/moderate income or eliminating slums and/or blight.
2. **Group must attend the 2017-18 CDBG/NOF workshop or view the workshop online.** A Representative from the organization **MUST** annually attend a CDBG/NOF proposal writing workshop.
3. **Proposal must be complete, submitted on correct form, and uploaded to BidSync by the deadline.** Proposal must be received by the date and time required. Proposal must be complete when submitted. No additional materials or signatures will be accepted after the deadline.
4. **Proposal must include all requested budgets and financial reports, support letters, signatures, certifications, no missing or blank sections, signatures, attachments or exhibits, etc.**
5. **Be legible, TYPED, and all components must be in order prescribed** in proposal application package.
6. **The original must be signed by an authorized representative of 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.
7. **Must have at least five (5) member board, which meets at least bi-annually.** 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. Names and addresses of board members who are residents and who represent other organizations must be listed in the application. Certification must be signed stating that the majority of the Board of Directors is not family-controlled or related by blood or marriage.
8. **Must have 501(c)(3) status prior to applying for proposal.** The sponsoring organization must provide proof it is a tax-exempt non-profit 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 and Nonprofit incorporation papers.
9. **Must have at least two year of operations and proof of operations.** Sponsors must have been an existing organization for at least two years prior to submission of this CDBG/NOF application. Program outputs and date of incorporation **MUST** be provided to document program existence. Proof dated after January 1, 2015, showing that the sponsor has operated a program or project must be provided. See proposal attachments for program operation proof.

10. **Must not have 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 findings or A-133 audit findings. In addition, the sponsor cannot have unresolved federal, state, or City of Detroit tax issues.
11. **Must submit most recent fiscal year cash flow statement, financial statement,** and if available recent audit or IRS Form 990 within the last two years. Include all applicable statements, financial reports and financial audit.
12. **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.
13. **Must submit current Non-Profit Corporation Information Update** (Michigan Annual Non- Profit Report). Provide report as attachment.
14. **Must submit Certificate or Articles of Incorporation.** Provide certificate as an attachment.
15. **Sponsors must request a minimum of \$100,000.00 for project.**
16. **Must match funds equaling at least 35 percent of requested amount.** To demonstrate cash on hand participant must show the most recent cash flow statement bank statement. Make sure it shows at least 35 percent cash on hand.
17. **Must show proof of building ownership or long-term lease.** Provide copy of deed or long-term lease as an attachment