

CITY OF DETROIT

Housing & Revitalization Department

2022 – 2023

Neighborhood Opportunity Fund (NOF)/ American Rescue Plan Act (ARPA) Funding Opportunity



NOTICE OF FUNDING AVAILABILITY (NOFA)

INFORMATION PACKAGE

Michael E. Duggan, Mayor

Julie Schneider, Director

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2022 - 2023
NEIGHBORHOOD OPPORTUNITY FUND (NOF)/
AMERICAN RESCUE PLAN ACT(ARPA)

PROGRAM INFORMATION AND GUIDELINES

The American Rescue Plan Act (ARPA) was created under the Biden Administration to provide direct relief to American, contain COVID-19 and rescue the economy. Through ARPA funding, City Council (seven districts and the two at-large) will receive funding to provide grants within their districts for programs proposed by nonprofit and neighborhood service organizations through the Neighborhood Opportunity Fund (NOF) program.

All nonprofit, tax-exempt community organizations that wish to participate in the development and implementation of ARPA/NOF projects as advisors and/or as operating agencies may apply. Organizations not acting as a fiduciary to an organization may apply once for a minimum of \$10,000 - \$20,000 for a proposed program. Organizations acting as a fiduciary to an organization may apply once for a minimum of \$10,000 - \$20,000 for each partnering organization.

During the 2022-2023 Program year, the City of Detroit will have three virtual Technical Assistance Proposal Workshops. Workshop materials will be available on the NOF ARPA [website](#).

Technical Assistance in the form of one-on-one meetings with applicants will also be provided prior to the Notice of Funding Availability (NOFA) release to help applicants prepare for grant submission. All awarded Beneficiaries will continue to receive technical assistance toward increasing the organization's sustainability and program capacity.

PLEASE NOTE: All 2022-2023 ARPA/NOF applications must be prepared and submitted online using the City's "Oracle" system. To register for Oracle or obtain information regarding Oracle Cloud, please email procurementinthecloud@detroitmi.gov or call 313-224-1500. You may also visit the Office of Contracting and Procurement's [webpage](#) to assist you with registration.

Applicants must register on Oracle before a proposal can be submitted. Proposals must be submitted via Oracle. Paper copies of Proposals will not be accepted.

The City ARPA FY 2022-2023 allocation will be implemented under six (6) eligible activities as follows: Education, Health, Public Safety, Recreation, Seniors, and Mobility and Accessibility. Thus, the City seeks to award through this Notice of Funding Availability competition to qualified applicants. All organizations that receive funding, hereafter, referred to as "Beneficiary" under the City's ARPA program, are expected to read and be in compliance with the necessary ARPA guidelines, which can be found at: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

FUNDING REQUIREMENTS

Eligible Program Participants:

Eligible program participants for the ARPA program must meet ARPA guidelines according to the Treasury Final Rule and 2 CFR 200.

Who can apply?

Eligible Organizations:

- Incorporated community organizations, block clubs, and faith-based organizations, located in, serving the City of Detroit, and in good standing within the State of Michigan
- Must have IRS 501(c)3 designation

Ineligible Organizations:

- Educational Institutions
- A for-profit organization; or
- An individual

We strongly encourage groups that do not meet these criteria on their own to consider partnering with nonprofit organizations that can act as the fiscal sponsor

A fiscal sponsor is a nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects.

We recommend that entities partnering with an organization with a 501(c)3 obtain a Memorandum of Understanding (MOU) agreement with the organization.

Minimum Qualifications:

- All applicants must apply for the program via on-line application and submit documentation to receive funding
- Organizations must demonstrate capacity to comply with program guidelines
- The applicant must submit a clearly defined Scope of Work and Budget. Program goals must be realistic and achievable
- The project must demonstrate clearly, defined success and performance standards/ metrics/outputs and outcomes
- The project must maximize positive impacts in the community it serves
- The project addresses community needs

All entities applying for the NOF ARPA grant program must be able to demonstrate:

1. How they were disproportionately impacted economically by COVID-19 and
2. How the program they are applying for funding is addressing the impacts of COVID-19
3. 501(C)3 Organization must be registered with Sam.gov

Applicants are required to actively use an acceptable and accountable financial management system that minimizes any opportunity for fraud, waste, or mismanagement. The program tracking and reporting system must be approved by the City before the applicant contracts with the City of Detroit. Additionally, the applicant must comply with additional requirements under the City's Sub-recipient contract agreements.

Determination of Income Eligibility:

The definition of household income for the purpose of this program is based on Low/Moderate income criteria.

Area median income varies by locality. Specific local AMI by household size is available at: https://www.regulations.gov/document/TREAS_FRDOC_0001-0408

ELIGIBLE ARPA PROGRAM PRIORITIES

Funding through this NOFA will be provided for six (6) eligible activities under:

1. Education
2. Public Safety
3. Health
4. Youth Recreation
5. Seniors
6. Mobility & Accessibility

Applicants must "self-select" which District their program will benefit and provide documentation demonstrating a physical location in the selected district where the program will be administered, and/or that the district chosen is an existing service area. Applicants may only apply for funding from one district. Applicants with programs serving city-wide, are encouraged to apply to the at-large districts. Applicants can only apply once and will receive one award for a priority area and/or district. All required documentation must be submitted at the time of application.

***Please note that eligible activities and costs outlined in the NOFA are based on current ARPA Federal Regulations and outlined in the Treasury Final Rule & 2 CFR 200. These guidelines are subject to change.*

I. Education Examples

Education component will provide academic support to individuals in school or those that did not finish high school and desire to improve their literacy, leadership development, or get their GED and/or basic job training or skill set improvement. Proposals must be focused on the three major content areas below:

- A. Literacy: Classroom-based academics, including reading and math
- B. Enrichment/Readiness: Math and Science
- C. Job Training: Basic skill set improvement, technical assistance, job placement

II. Seniors Examples

Seniors' component includes activities targeted for the well-being of senior citizens for transportation and health services. Services in this category should be focused on transportation for senior medical

appointments and related activities, along with other community-based group programs that provide health services to older adults with Alzheimer disease and other cognitive disorders, break to people taking care of their elderly loved ones in the form of adult day care services, etc.

- Transportation: To medical appointments
- Health Services: Dental appointments, drug prescriptions etc.
- Senior Health & Wellness

III. Health Examples

Health component is specifically designed for the provision of other health services, which does not include transportation or medical appointments. Basic health services may include, but are not limited to:

- Nutritious lunch and snacks
- Socialization and recreation, community outings, personal grooming, and hygiene
- Therapeutic activities, health monitoring, medication administration, family counseling services, prescription medication for individuals or insurance to pay retail, and prescription mail orders.

IV. Public Safety Examples

Public Safety component includes neighborhood or community-based activities focused on safe keeping of citizens. Program services may include, but are not limited to:

- Domestic and gun violence prevention
- Crime reduction and supportive counseling and referrals
- Community/Neighborhood-Based patrols/watch and code enforcement, etc.
- Representation/Human Trafficking services
- Grief support to individuals and families

V. Recreation (Youth) Examples

Recreation component will be focused on youth programs. Eligible service activities may include, but are not limited to:

- Arts, crafts, music, theater
- Youth sports and activities

VI. Mobility and Accessibility Example

Programs and services that address and improve access and quality of life through sustainable transport and mobility. Eligible accessibility activities include innovative approaches that improve access for individuals who previously have been left behind in the wake of mobility-on-demand.

INELIGIBLE PROGRAM COSTS

<input type="checkbox"/> Pre-contract costs
<input type="checkbox"/> Back taxes, proposal costs, debts, late charges, penalties
<input type="checkbox"/> Improperly procured purchases
<input type="checkbox"/> Gifts and Donations
<input type="checkbox"/> Staff recruitment
<input type="checkbox"/> Facilities/equipment depreciation
<input type="checkbox"/> Costs associated with the organization rather than the specific program
<input type="checkbox"/> Any costs associated with advertisements, pamphlets, surveys, etc.
<input type="checkbox"/> Staff training, entertainment, conferences or retreats, travel
<input type="checkbox"/> Public relations, advertising, or fundraising
<input type="checkbox"/> Payments for bad debts/late fees
<input type="checkbox"/> Indirect organizational costs, if an Indirect Cost Plan has not accepted by the City prior to execution of the contract
<input type="checkbox"/> Rental assistance in any unit in which the beneficiary or subsidiary has one percent or more ownership interest in the property
<input type="checkbox"/> Undocumented expenses
<input type="checkbox"/> Lobbying at partisan political activities
<input type="checkbox"/> Promotion or advertisement without City's consent
<input type="checkbox"/> Alcoholic beverage or illegal drugs, food not related to program activities
<input type="checkbox"/> Insurance Deductibles, Past Pension Contributions
<input type="checkbox"/> Publication not related to contract work
<input type="checkbox"/> Personal credit card or personal checking account charges
<input type="checkbox"/> Suing the government
<i>Beneficiaries will be offered Technical Assistance to assure that ARPA expenses comply with program guidelines.</i>

PROPOSAL SELECTION & EVALUATION CRITERIA

Phase 1 – Eligibility Requirements

Applications must meet the basic eligibility requirements listed below. Applications that do not meet these basic Threshold requirements will be eliminated from consideration and will not move forward for review.

Threshold Criteria	Requisite Documents
1. ____ Application complete and submitted on correct form by the deadline. Application must be received by the date and time required. Applications must be complete when submitted (No additional materials or signatures will be accepted after the deadline.)	<input type="checkbox"/> Application submitted by the deadline

<p>2. Has at least three (3) member board, which meets at least twice a year. Sponsors must have a functioning multi-member board of at least three (3) 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 <u>must be listed</u> in the application, including a statement that the majority of the Board of Directors is not family-controlled or related by blood or marriage.</p>	<input type="checkbox"/> Board information completed in application
<p>3. Has 501(c) (3) status prior to applying for proposal or partners with a 501 (c) (3). 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.</p>	<input type="checkbox"/> IRS Determination letter included <input type="checkbox"/> Nonprofit incorporation papers included
<p>4. 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 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.</p>	<input type="checkbox"/> Unresolved audit findings, federal, state, or <input type="checkbox"/> City of Detroit tax issues and past due/ <input type="checkbox"/> Delinquent water bills
<p>5. 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) two years.</p>	<input type="checkbox"/> Cash flow statement <input type="checkbox"/> Financial statements <input type="checkbox"/> Financial audit <input type="checkbox"/> IRS form 990
<p>6. Submitted current (2022) Non-Profit Corporation Information Update (Michigan Annual Non-Profit Report) Provide report as an attachment. Updates should have been filed with the State of Michigan on or before October 1, 2022.)</p>	<input type="checkbox"/> Michigan Annual Non-Profit Attached
<p>7. Submitted Articles of Incorporation. Provide certificate as an attachment.</p>	<input type="checkbox"/> Articles of Incorporation attached
<p>8. Submitted Certificate of Good Standing. Provide certificate as an attachment</p>	<input type="checkbox"/> Certificate of Good Standing attached

Selected applications must meet **all** the ARPA basic eligibility requirements to be considered for funding. **Applications that do not meet the eligibility requirement will be eliminated from consideration.** Your application will only be considered for funding if you meet the Threshold Requirements.

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 80 points to be recommended for funding. Proposals will be ranked according to score and recommended for funding in rank order.

Application Selection Process

We expect to receive many highly competitive applications from across the city of Detroit. All applications that meet the basic eligibility requirements will go through an election and ranking process. Applications will be selected and funded based on the applicant's ability to demonstrate their capacity to implement a successful program/activity, the City's priorities, project ranking, and available funding. Successful applicants are more likely to receive a favorable score on the application if they demonstrate:

- Entities partnering with a 501(c)3 organization should have a registered LLC with the State of Michigan.
- Applicant has partnerships with the community in which they are working
- Program clearly demonstrates how it is addressing the impacts of COVID-19
- 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)
- The 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 demonstrates a clear purpose to address health, economic, or racial disparities
- Responds to all the questions
- Meets all the Threshold Requirements

Phase II: The Selection Criteria

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 80 points to be recommended for funding. Proposals will be ranked according to score and recommended for funding in rank order. The Scoring Criteria is as follows:

Organizational Information	30 points
Funding Need	25 points
Project Description	45 points
Total Score	100 points

Responses will be evaluated on a 5-point scale where a multiplier will be used (1, 2, and 3) to compute the total points for each area:

- 5 - Points: criterion is clearly, directly, and verifiably satisfied
- 4 - Points: criterion appears to be satisfied
- 3 - Points: criterion appears to be satisfied, but is lacking in clarity or documentation
- 2 - Points: criterion is only partially satisfied
- 1 - Point: criterion is not satisfied
- 0 - Points: question or questions are incorrectly answered or not answered completely

Technical Assistance

Pre-Award - Technical Assistance workshops will be provided prior to the Notice of Funding Availability (NOFA) application opening, and one-on-one technical assistance will be provided as requested to help applicants prepare for their submission. To request Technical Assistance, please click the link: <https://app.smartsheet.com/b/form/9c066855637b4d7c927de01de605ed25>

Post Award - Beneficiaries will receive technical assistance during the term of the grant. The purpose of technical assistance is to enhance operational capacity that will aid the organization in operating more effectively and efficiently, improve nonprofit grant application literacy, and increase nonprofit access to federal and other philanthropic funding streams.

City of Detroit staff will work with the organization to identify the types of support (technical assistance) needed through a series of assessments that will help the organization discover its specific strengths, weaknesses, and opportunities. Direct one-on-one consultation, and small and large group training sessions will help organizations build capacity so they can fulfill their missions more effectively.

Examples of technical assistance include:

- Board Development
- Grant Writing
- Leadership Development
- Organizational Development
- Strategic Planning
- Marketing
- Fiscal Responsibilities and Sustainability
- Program Development

Follow these steps to apply for this grant

- ☐ Make sure you register as a Vendor in Oracle. To register for Oracle or obtain information regarding Oracle Cloud, please call 313-224-1500 or email procurementinthecloud@detroitmi.gov.
- ☐ Read the NOF/ARPA Information Packet for details about the program, who and what are eligible, assessment criteria, etc.
- ☐ Remember to use the Application Checklist to ensure that you attach all required documents to the application. Required documents that are not submitted could reduce total number of points.
- ☐ Complete ALL sections of the application and upload to Oracle. Be sure to return to Oracle to ensure the application and all attachments uploaded properly.

Beneficiaries will be monitored to assess whether the organization program/activities have achieved its objectives and determine whether the program has maximized impacts and outcomes in the community and to the people being served.

ASSESSMENT CRITERIA

Non-Profit Impact Oriented		Min	Max
Organizational Information		0	30
Mission and work demonstrate a clear purpose to address health, economic, or racial inequities	<p>Non-profit (grass-roots organization) is awarded additional points if they can demonstrate a clear purpose to address health, economic, or racial disparities. Examples of ways to demonstrate this include:</p> <ul style="list-style-type: none"> • History of Organization and mission • Letters of supports from community members • Collaboration with other organizations providing similar programs/services and goals to address inequities • Clearly demonstrates increased access to essential program/services not previously accessible 	0	15
Non-profit (grass-root) organization has less than five (5) employees with an operating Budget less than \$150,000	Non-profit (grass root) organization can demonstrate they have five (5) or less employees and they have an operating budget less than \$150,000	0	15
Funding Need		0	25
Ability to demonstrate funding need	<p>Non-profit should be able to respond to community need through one or more of the following:</p> <ul style="list-style-type: none"> • Clear overview of the strength of the program's finances • Clear operating deficit due to increased operating cost, reduced participation, reduced funding, etc. • Community assessments (surveys and observations) 	0	10
	<ul style="list-style-type: none"> • Needs identified by Neighborhood Association or Community meetings 		
Not received any NOF CDBG over the last two years	Non-profit is awarded 10 points if they have not received any NOF CDBG over the last two years	0	10
Not received additional federal funding for COVID-19 response (ex: PPP)	Signed PPP loans, CDBG CV funds, SBA, ARPA affidavit from the non-profit demonstrating that no other funding for COVID-19 relief has been received.	0	5
		0	45

Project Description*			
Program Design & History	Non-Profit is awarded 15 points based on the strength of the program design and program history <ul style="list-style-type: none"> • A clearly defined Scope of Work and budget align (activity being funded) • The project outputs and goals are realistic and achievable and can be performed within the specified period 	0	15
Capacity to administer the program	<ul style="list-style-type: none"> • Non-profit has identified key personnel to oversee the program, the organization has experience to run the program proposed. • The organization has the capacity to comply with the program guidelines • Program budget and explanation are realistic and reasonable • Explanation of Financial Management System • Organization has accounting systems in place to manage program budget 	0	15
Project addresses a district priority topic	Non-Profit is awarded 0-15 points if the project is addressing one or multiple of the district priority topic	0	15
	Education		
	Health		
	Recreation		
	Public Safety		
	Seniors		
	Other: example - Mobility		
TOTAL		0	100

DETROIT CITY COUNCIL/HOUSING & REVITALIZATION DEPARTMENT ARPA PROPOSAL APPEALS PROCEDURE

Process for Appealing a City Funding Recommendation

The City Council/H&RD ARPA Appeals Hearing will serve as a formal opportunity for applicants to appeal the funding recommendations made to City Council. All applicants who applied for funding will receive notification of the date, time, and location for the Appeals Hearing. Appeals may only be made by those organizations that were not recommended for funding. Appeals are to be made in writing using the attached form (Attachment A). The form is to be submitted on the day of the hearing at the registration table. Organizations are asked to retain a copy of the form for your records. Final decisions will not be made on the day of the appeal, but they will be addressed during the City Council's subsequent deliberations. Any applicant making an appeal after The Hearing of Appeals or desiring to appeal the subsequent decisions of the City Council may make such an appeal in writing through the office of the City Clerk utilizing the normal petition process.

SAMPLE THRESHOLD DOCUMENTS

Certificate of Good Standing

UNITED STATES OF AMERICA
The State of Michigan
Department of Licensing and Regulatory Affairs
Lansing, Michigan

This is to Certify that _____

was validly incorporated on July 13, 2021 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1962 PA 162 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.

In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 27th day of September, 2021.

Linda Chapp, Director
Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission
Certificate Number: _____

Verify this certificate at URL to eCertificate Verification Search <http://www.michigan.gov/corpverify/certificate>.

Michigan Annual Nonprofit Report

Filed by Corporations Division Administrator Filing Number: _____ Date: 07/20/2021

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2021 ANNUAL REPORT
for _____
ID Number: _____

received by electronic transmission on July 20, 2021, is hereby endorsed.

Filed on July 20, 2021, by the Administrator,

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 20th day of July, 2021.

Linda Chapp, Director
Corporations, Securities & Commercial Licensing Bureau

SAMPLE THRESHOLD DOCUMENT

Articles of Incorporation

902-28-0011 08-07 03/28/2013 7:51:13 AM -8450 DELSD FARESON
No. 75, 213 18-158

SECTION 1 P. 000-011
PAGE 18 OF 13

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read instructions and Filing Endorsement on reverse on last page.)

Pursuant to the provisions of Act 162, Public Act of 1962, as amended, the undersigned corporation executes the following Articles:

ARTICLE I
The name of the corporation is: _____

ARTICLE II
The Corporation has been organized to receive contributions and administer funds to order to further charitable, educational, scientific, and literary purposes and to assist the business of government. More specifically, the purposes of the Corporation include, but are not limited to:

- (1) conducting activities aimed at improving the life situation of at-risk people, especially those in the greater Detroit area;
- (2) providing the community, especially that of greater Detroit, with health, education, recreation, and the related to such things as good nutrition, improved literacy, career education and training, and other services;
- (3) providing a safe and secure environment for at-risk community members of all ages, especially youth and senior citizens;
- (4) conducting other social programs and camps for at-risk community members of all ages, especially youth and senior citizens;
- (5) providing a safe and secure environment for at-risk community members of all ages, especially youth and senior citizens;
- (6) providing a safe and secure environment for at-risk community members of all ages, especially youth and senior citizens;
- (7) providing a safe and secure environment for at-risk community members of all ages, especially youth and senior citizens;
- (8) providing a safe and secure environment for at-risk community members of all ages, especially youth and senior citizens;
- (9) providing a safe and secure environment for at-risk community members of all ages, especially youth and senior citizens;
- (10) providing a safe and secure environment for at-risk community members of all ages, especially youth and senior citizens;

The Corporation is, and will be, organized and operated exclusively for purposes described in Article II(1)-(10) of the Internal Revenue Code of 1954 as amended (the "Code").

Upon the dissolution of the Corporation, assets shall be distributed to a 501(c)(3) corporation for use in more assets, purposes within the meaning of the Code or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any assets not so distributed shall be distributed to a state or local government for a public purpose.

03/28/2013 10:10:08 (007-09-00)

902-28-0011 08-07 03/28/2013 7:51:13 AM -8450 DELSD FARESON
No. 75, 213 18-158

SECTION 1 P. 000-011
PAGE 9 OF 13

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
Filing Endorsement

This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT
for _____
ID NUMBER: 71970K

received by electronic transmission on March 26, 2013 in hereby endorsed

Filed on March 26, 2013 by the Administrator:

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 27th day of March, 2013.

Alan J. Schaffner, Director
Corporations, Securities & Commercial Licensing Bureau

902-28-0011 08-07 03/28/2013 7:51:13 AM -8450 DELSD FARESON
No. 75, 213 18-158

SECTION 1 P. 000-011
PAGE 9 OF 13

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read instructions and Filing Endorsement on reverse on last page.)

Pursuant to the provisions of Act 162, Public Act of 1962, as amended, the undersigned corporation executes the following Articles:

ARTICLE I
The name of the corporation is: _____

ARTICLE II
The purpose or purposes for which the corporation is formed are:

ARTICLE III
1. The corporation is formed upon a _____ basis.
(Check or Number)

2. If formed on a stock basis, the total number of shares the corporation has authority to issue is _____.

If the shares are or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences, and limitations of the shares of each class to the extent that the designations, numbers, relative rights, preferences, and limitations have been determined are as follows:

ATTACHMENT NAMING CONVENTION

Please note, the following naming conventions are to be used for attachments to complete the application. Certain application questions allow respondents to either upload a document or address the question in writing directly below, while others will ask for an attachment response. Please refer to the question for details. *Not properly responding to a question or incorrectly naming attachments will adversely affect your application score.*

<u>Name Of Attachment</u>	<u>Description</u>
<input type="checkbox"/> Attachment # 1:	Nonprofit Designation
<input type="checkbox"/> Attachment # 2:	Operating Proof
<input type="checkbox"/> Attachment # 3:	Financial Statement - or most recent audit or 990
<input type="checkbox"/> Attachment # 4:	2022 Michigan Annual Report
<input type="checkbox"/> Attachment # 5:	Articles of Incorporation and Bylaws
<input type="checkbox"/> Attachment # 6:	Certificate of Good Standing
<input type="checkbox"/> Attachment # 7:	Bank Statement
<input type="checkbox"/> Attachment # 8:	Financial Sustainability Plan
<input type="checkbox"/> Org Brochure # 1:	Organizational Brochure
<input type="checkbox"/> Org Staff # 2:	Staff Resumes or job descriptions
<input type="checkbox"/> PS # 1:	(3) Three Letters of Support from a Recipient of Program or Partnering Organization
<input type="checkbox"/> Bud # 1:	Other funding sources
<input type="checkbox"/> Bud # 2:	Financial Management System
<input type="checkbox"/> Bud # 3:	Budget Explanation and Justification

DEFINITIONS AND OTHER REQUIREMENTS

Agency Identification and Signature Page verifies the non-profit status of your organization and provides information about your service area.

The FAIN Number is the Federal Award Identification Number is the unique ID within the Federal agency for each financial assistance award. On Sam.gov this would be you Unique Entity Identifier (UEI)

Problem Statement describes the specific social condition (s) to be address.

Inputs are the resources that will be used to achieve the program objectives. Inputs include staff, volunteers, facilities, equipment and supplies. Additional resources such as collaborations and referrals may also be categorized as inputs. Resumes and job descriptions submitted with this proposal provide evidence the organization is capable of implementing the program, based on the experience and qualification of its staff.

Activities are the types of services the program provides. This is what the agency does with the inputs to fulfill its mission and to provide services. For example, sheltering homeless families, educating the public about the signs of child abuse and providing adult mentors for youth. Program activities result in outputs.

Outputs are the direct products of program operation, measured in terms of the volume of work accomplished. For example, the number of classes taught, the number of counseling sessions conducted, or the number of participants served. Outputs should lead to a desired benefit for participants.

Outcomes are the benefits or changes clients experience during or after participating in program activities. Outcomes may relate to changes in knowledge, attitudes, values, skills, behavior, condition, or other attributes. Examples of program outcomes include greater knowledge nutritional needs, improved reading skills, more effective responses to conflict, getting a job and having greater financial stability. Agencies must clearly state the methodology used to measure outcomes, i.e., surveys, client interviews, pre- and post-tests results or clients self-reporting.

Impacts assess the changes that can be attributed to a particular intervention, such as a project, program or policy, both the intended ones, as well as ideally the unintended ones. For example, an Impact question is structured to answer the question: how outcomes would such as participants' well-being have changed if the intervention had not been undertaken.

Program Budget outlines the financial resources by cost categories that are required to carry out the program objectives. The budget must clearly reflect all aspects of the program, whether it is transportation of clients to the program site, the printing of brochures describing the program to potential clients, or the salaries of the staff operating the program. It should also reflect the total amount of ARPA dollars requested, as well as other secured and anticipated funding sources for the program.

Organizational Budget is a copy of your Board-approved organizational budget for the current program year must be provided as an Attachment, in a form that is acceptable to the Housing and Revitalization Department. This budget must outline all expenditures and include a list of secured and anticipated funding sources.

Beneficiary is a government agency, non-profit or For-Profit, or College that undertakes selected activities on behalf of Subrecipient.