

American Rescue Plan Act (ARPA) / Neighborhood Opportunity Fund



Agenda

- 1
- Welcome
 - Oracle Support
 - Funding Priorities
 - Eligibility Requirements
 - Threshold
 - Program Requirements

- 2
- Ineligible Cost
 - Application
 - Scoring
 - Project Description
 - Budget

- 3
- What to Expect Next
 - Questions



ARPA/ NOF Staff



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Oracle Support

- Supplier Procurement Support Hotline - (313) 224-1500
- Email: procurementinthecloud@detroitmi.gov
- Contact Cedric McCree: mccreec@detroitmi.gov
- Website: <https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-contracting-and-procurement/supplier-portal-information-and-instructions>

Training and Webinars

[Vendor COVID-19 Reimbursement Training - February 4, 2021 - 10:00 am](#)

SUPPLIER PORTAL HOW TO GUIDES:

SUPPLIER PORTAL HOW TO GUIDES:

[How to Guide for Supplier Portal Bid Training](#)

[How to Submit an invoice via Supplier Portal](#)

[How to view invoices submitted to the City of Detroit via Supplier Portal](#)

[How to view Payments via Supplier Portal](#)

[How to view Purchase Order via Supplier Portal](#)



NEW SUPPLIER REGISTRATION

Registration for New Suppliers



Funding Priorities

EDUCATION

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

SENIORS

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.

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

MOBILITY & ACCESSIBILITY

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.



Funding Priorities

Public Safety

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

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

HEALTH

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:

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



ARPA/NOF Eligibility Requirements

Eligible organizations include:

- **New start-up non-profit organizations**
- **All nonprofit, tax-exempt community organizations**
- **LLCs established through State of Michigan partnering with fiduciary Non profit**

INELIGIBLE Organizations include:

- **Educational Institutions**
- **For-profit business/organizations**



ARPA/ NOF THRESHOLD CRITERIA

- 1 Non-Profit Status**

Must have federal tax-exempt status, i.e., 501(c)3, 501(c)(19), etc., prior to applying for proposal
- 2 Issue Free Audits/Monitoring**

Must not have unresolved government audit and monitoring problems (i.e., tax, legal, etc.).
- 3 Board Membership**

Must have at least three (3) member board, which meets at least bi-annually.
- 4 Current Financial Statements**

Must submit most recent fiscal year cash flow statements, financial statements and, if available, recent audit.
- 5 Current Michigan Annual Non-Profit Report**

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
- 6 Articles of Incorporation**

Must submit Certificate of Good Standing **and** Articles of Incorporation.
- 7 Certificate of Good Standing**

Must have certificate with LARA
- 8 Completed Proposals**

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



Program Requirement



FUNDING REQUIREMENTS

- All applicants must submit an application, along with required documentation to receive funding
- All activities must provide a direct benefit to low- and moderate-income persons
- The organization must have the capacity to comply with the program guidelines
- A clearly defined Scope of Work and budget must be submitted and approved
- The program goals must be realistic and achievable within the specified time period
- Clearly defined performance standards/metrics/outputs and outcomes
- The program must maximize positive impacts in the community it serves
- The program addresses a community need
- Meets all Threshold Requirements
- Must demonstrate a clear purpose to address health pertaining to covid-19, economic, or racial inequities



Ineligible Cost

- **Pre-contract costs**
- **Back taxes, proposal costs, debts, late charges, penalties**
- **Excessive travel expenses**
- **Staff recruitment**
- **Facilities/equipment depreciation**
- **Costs associated with the organization rather than the specific program**
- **Any costs associated with advertisements, pamphlets, surveys, etc.**
- **Entertainment, conferences or retreats, personal travel**
- **Public relations, advertising or fundraising**
- **Payments for bad debts/late fees**
- **Rental assistance in any unit in which the sub-recipient or subsidiary has one percent or more ownership interest in the property**
- **Undocumented expenses**
- **Lobbying at partisan political activities**
- **Suing the government**
- **Alcoholic beverage or illegal drugs, food not related to program activities**
- **Insurance Deductibles not associated with program or activity**
- **Publication not related to program**
- **Personal credit card or personal checking account charges**



Application Sections

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

Application Section	Total Possible Points
Organizational Information	30 points
Funding Need	25 points
Project Description	45 points
Total Section Points	100 points



Application Structure

HRD will offer organization the Self-assessment Worksheet in the NOFA information packet. Application support will be provided to each requesting organization. The Self-assessment Worksheet consist of a questionnaire addressing the following:

Organizational Information	
Staffing	Program implementation
Location	Budget/ Funding



Scoring Example

Example Question:

Describe how you make dressing for the holiday?

1. Preheat oven to 400 degrees.
2. In a medium bowl, stir together all ingredients for cornbread. Pour into a lightly greased 9-inch cast iron pan or a 9-inch baking pan. Bake for 20 to 25 minutes. Before using, crumble into small pieces.
3. Heat butter over medium heat in a large pan. Add celery and onion and cook until soft.
4. Add sage, poultry seasoning, salt, and pepper to onion mixture.
5. In a large bowl combine crumbled cornbread and toast.
6. Whisk together milk and eggs and add to bowl. Stir in 2 cups of chicken broth.
7. Stir in onion mixture. Mixture should be very moist. Add more broth if necessary.
8. Transfer to a greased baking dish. Cut butter into small slivers and scatter on top of dressing.
9. Bake at 350 degrees for 30 minutes, or until it turns light brown on top.

- 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

**Thorough
description –
full points**



Scoring Example

Example Question:

Describe how you make dressing for the holiday?

1. Preheat oven.
2. In a medium bowl, stir together all ingredients for cornbread. Pour into a lightly greased pan. Bake.
3. Add butter
4. Add sage, poultry seasoning, salt, and pepper to onion mixture.
5. In a large bowl combine crumbled cornbread and toast.
6. Whisk together milk and eggs and add to bowl. Stir in chicken broth.
7. Stir in onion mixture. Mixture should be very moist. Add more broth if necessary.
8. Transfer to a greased baking dish. Cut butter into small slivers and scatter on top of dressing.
9. Bake until it turns light brown on top.

1. Preheat oven.
2. Add ingredients
3. Bake until it turns light brown on top.

**Partial Descriptions –
half or partial points**

- 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**



Scoring Example

Example Question:

Describe how you make dressing for the holiday?

1. See attached or answer left blank.

Incorrect or left blank – No Points

- 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



Strong Applications

- 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 standards/metrics/outputs and outcomes
- Program maximizes positive impacts in the community it serves and continues to expand and grow over time



Strong Applications cont.

- The program addresses health pertaining to covid-19, economic, or racial inequities
- Clearly defined Sustainability plan
- Respond to all the questions
- Meets all the Threshold Requirements
- Every question is complete – A blank answer is an automatic 0
- Allow yourself enough time to review you application before submitting
- Review you application so you can catch errors or missing attachments
- NAME YOUR ATTACHMENTS!
- **PLEASE NOTE: A strong application does not guarantee funding; it does however make your application more competitive.**



Project Description and Budget



Project Description

Describe the project and the purpose for which the funds are being requested.

- 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?
- Describe how the activity will be implemented, operated, and administered.
- What is your intake process?
- How will you market this program?
 - How will your community benefit from this project?
 - What are your expected or intended outcomes?



Activities, Outputs, Outcomes, and Impacts

ACTIVITIES

- Type of services the programs provides

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.

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**

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)



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 most recent audit?**
- **Describe your financial management system.**



Budget

Complete the following budget form for the requested public service activity:	Amount from other funding source(s)	Amount from 2021-2022 CDBG/NOF
PERSONNEL <i>(List title for each position covered in this request - should match total from salaries- Org-10)</i>		
Employer Taxes (FICA, etc.)		
Fringe (health insurance, life insurance, etc.)		
Independent contractor/consultant personal services contracts <i>(List title for each & hourly rate or weekly pay or other fee scale)</i>		
OPERATING EXPENSES <i>(pro rata share)</i>		
SPECIFIC PROGRAM/PROJECT EXPENSES <i>-Excluding personnel (Itemize)</i>		
TOTAL AMOUNT REQUESTED FROM CDBG/NOF		

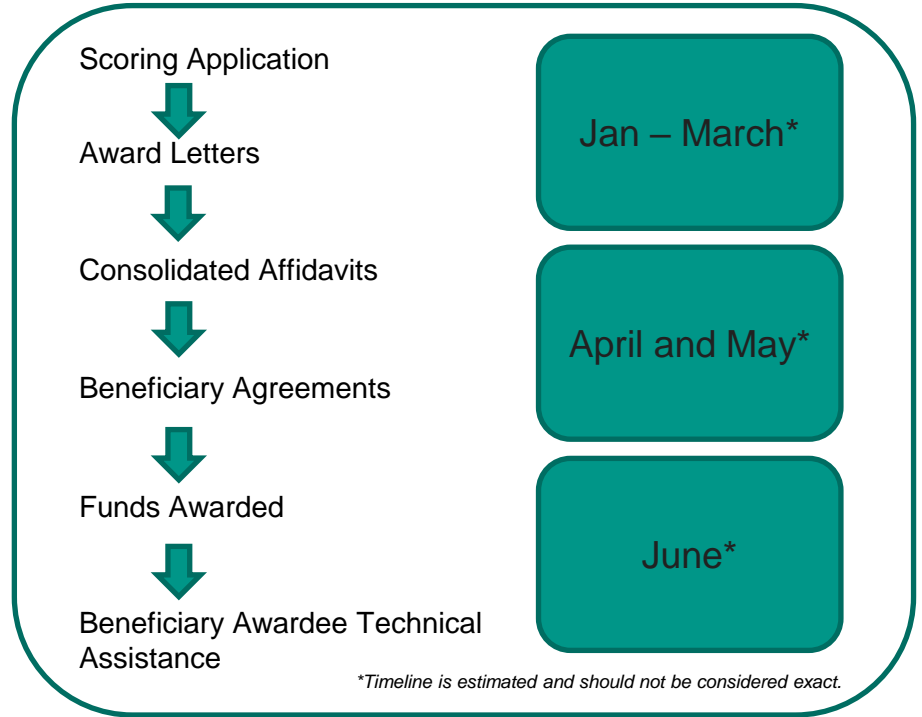
1. **Strength of other funding sources**
2. **Demonstrated acceptable financial management system.**
3. **Budget is accurate, reasonable, necessary, and related to proposed activity.**
4. **Did you accurately describe and justify each proposed budget line item?**
5. **What percentage of your budget will be expended on administrative costs?**



What to Expect Next

Application Timeline

PRE-APPLICATION CONFERENCE	November 21 st , 2022 @ 3:00 PM EST Location: TEAMS Meeting
Join TEAMS Meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 236 031 087 15 Passcode: hKpp83 Download Teams Join on the web Or call in (audio only) +1 469-998-6602,,134182968# United States, Dallas	
QUESTIONS DUE	November 28 th , 2022 @ 1:00PM EST All questions must be submitted online in the Supplier Portal as indicated in Section 3.3 of this NOFA.
ANSWERS DISTRIBUTED	December 1 st , 2022 (On or Before)
APPLICATIONS DUE DATE *	December 16 th , 2022 @ 4:00 PM EST In the Supplier Portal as specified in Section 4.5 of this NOFA.



QUESTIONS?



Questions

- Do you have a budget template
 - Yes, will send after workshop
- SAM
 - <https://sam.gov/content/home> - register for your organization's unique id number
- If Awarded, how soon will Grant Funds be disbursed?
 - We anticipate funds to be awarded the first quarter of 2023
- Is grassroots 501c3 able to apply?
 - Yes
- When the application is available
 - We anticipate the application to be available October
- Is there a page for NOF ARPA info?
 - <https://detroitmi.gov/departments/housing-and-revitalization-department/nonprofits-and-community-groups/neighborhood-opportunity-fund/nof-arpa>
- What are priority Districts?
 - The following are priorities: Education, Health, Recreation, Public Safety, Seniors and Mobility & Accessibility. Council members may have ranked these priorities based on their community's need. Please contact your council member to learn what priority they may have selected.



Questions

- **What if I believe in my mission, but I've only just begun?**
 - You will need to have a program that is in progress or that you are working on with your organization.
- **When is the deadline for the application**
 - Once the application is released you will have 30 days to complete and submit.
- **Audit Financial Statement**
 - You will need this based on your organization's operational budget. If you are a grassroots organization with a small operational budget this may not apply.
- **Are you accepting mental health supportive programming**
 - Yes



Questions

- **Do you have to be an organization in order to get funding?**
 - You must be a 501(c) 3 organization to receive funding. If you do not have a 501(c) 3, you must have a state approved LLC and partner with a 501(c) 3 organization, allowing them to be your fiduciary.
- **More information on Funding Sustainability**
 - A Sustainability plan is a strategy your organization puts together to demonstrate other methods your organization will execute to produce funds to operate your programs and activities outside of NOF Grants.
- **Where is the information to apply?**
 - Oracle
- **Website:**

NOF ARPA Website: <https://detroitmi.gov/departments/housing-and-revitalization-department/nonprofits-and-community-groups/neighborhood-opportunity-fund/nof-arpa>

NOF ARPA Information packet: <https://detroitmi.gov/sites/detroitmi.localhost/files/2022-09/2022%20-%202023%20ARPA%20Information%20Packet.pdf>



THANK YOU



ARPA Neighborhood Opportunity Fund (NOF)

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