Housing and Revitalization Dept
Neighborhood Services & Economic Develpment Division

Presents

The CDBG PS Neighborhood Opportunity Fund
2024 – 2025 Application Best Practices Forum

Agenda

- Introduction
  - NOFA Timeline
  - Threshold Requirements
  - HUD Regulations
- Neighborhood Opportunity Fund Program Overview
  - Threshold Best Practices
- Proposal & Evaluation Process
  - Application Best Practices
  - Budget
- Questions

Purpose of this Webinar

Our goal is to provide organizations with a better understanding of the CDBG/NOF application, timeline, and process and to endow organizations with the tools to submit the best applications possible.

Organizations that are interested in meeting to review their previous application should reach out to their project manager if they are a current grant sub-recipient.

This webinar will not cover

- Homeless Solutions Grants
- Housing Rehabilitation Grants

Proposal Timeline

Best Practice Webinar
Aug 1st
6:00pm – 8:00pm

1st Proposal Webinar
September 6th

NOF Proposal Opens
September 18th

2nd Proposal Webinar
October 4th

NOF Proposal Closes
October 19th
4:00pm

NOF Program Overview

Funding Priorities

- **Public Services has Five Funding Priority Areas**

Education

CDBG NOF Threshold Criteria

Must meet HUD National Objective

There are three national objectives under CDBG, including:

1. Benefit to LMI persons
2. Prevent or eliminate slums and blight on an area or spot basis.
3. Meet an urgent need

Board Membership

Must have at least five (5) member board, which meets at least bi-annually.

Workshop Attendance

Group must attend the CDBG/NOF workshop or view the workshop online.

Non-Profit Status

Must have federal tax-exempt status, i.e., 501(c)(3), 501(c)(19), etc..., prior to applying for proposal

Completed Proposals

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

Operating Proof

Organization must have been in operation at least two years, and have operating proof

CDBG NOF Threshold Criteria

Issue Free Audits/Monitoring

Must not have unresolved government audit and monitoring problems (i.e., tax, legal, etc).

Current Financial Statements

Must submit most recent fiscal year cash flow statements, financial statements and, if available, recent audit.

Articles of Incorporation

Must submit Certificate of Good Standing and Article of Incorporation.

Certifications

Must read and sign all certification forms at the end of the application

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

7% Operating Cash

Applicant organization must provide proof of operating cash on hand and must be at least 7% of the funding request.

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

[redacted]

was validly incorporated on July 13, 1972 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 1982 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 Clegg, Director

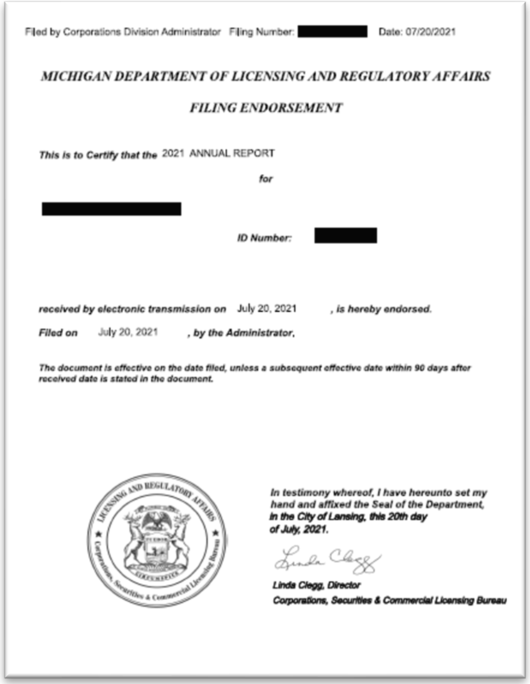
Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: [redacted]

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

Michigan Annual Non-Profit Report


Filed by Corporations Division Administrator Filing Number: [redacted] Date: 07/20/2021

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2021 ANNUAL REPORT

for

[redacted]

ID Number: [redacted]

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 Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Articles of Incorporation

MAR-28-2013 08:07 JAFFE LAW PC1
03/28/2013 7:51:29 AM -0400 DELEG FAXCOM
Mar. 25. 2013 10:15AM

2483613082 P.010/013
PAGE 10 OF 13
No. 3314 P. 2

MICHIGAN DEPARTMENT OF ENERGY, LABOR AND ECONOMIC GROWTH CORPORATIONS BUREAU	
(for Bureau use only)	Date Received
CORPORATION IDENTIFICATION NUMBER ____ -	

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations

(Please read instructions and Paperwork Reduction Act notice on last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, as amended, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is: [redacted]

ARTICLE II

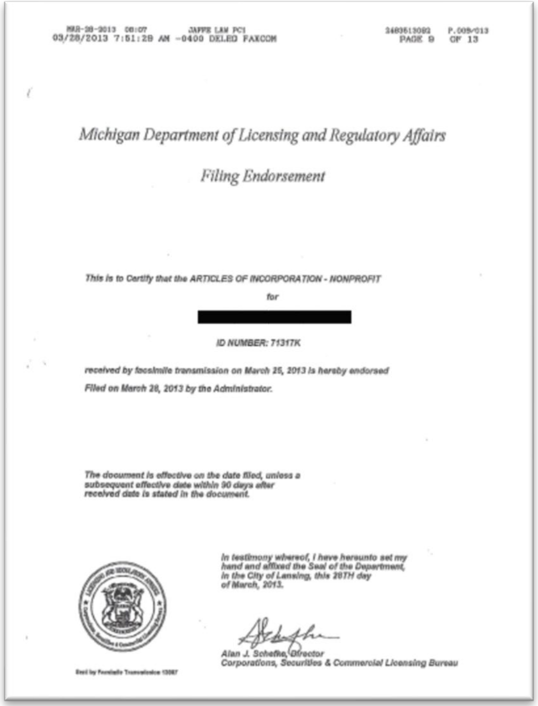
The Corporation has been organized to receive contributions and administer funds in order to further charitable, educational, scientific, and literary purposes and to lessen the burdens of government. More specifically, the purposes of the Corporation include, but are not limited to:

(i) Conducting activities aimed at improving the life situation of at-risk people, especially those in the greater Detroit area;
(ii) Educating the community, especially that of greater Detroit, about health awareness, including but not limited to such things as good nutrition, improved fitness, stress reduction and smoking cessation;
(iii) Operating a food pantry;
(iv) Conducting after-school programs and camps for at-risk community members of all ages, especially youth and senior citizens;
(v) Improving access to healthcare;
(vi) Promoting volunteerism;
(vii) Organizing, educating and encouraging community groups and mobilizing existing resources in order to improve the life situation of at-risk people, with an initial focus on those in the greater Detroit area; and
(viii) Doing all such things that are incidental or conducive to and the attainment of the foregoing purposes of the Corporation.

The Corporation is, and will be, organized and operated exclusively for purposes described in Section 501(c)(3) of the Internal Revenue Code of 1986 as amended (the "Code").

Upon the dissolution of the Corporation, assets shall be distributed to a 501(c)(3) organization for one or more exempt 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 such assets not disposed of shall be disposed of by a court having jurisdiction over the Corporation, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

03/25/2013 10:10AM (GMT-04:00)



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03/28/2013 7:51:28 AM -0400 DELEG FAXCOM

2483613082 P.009/013
PAGE 9 OF 13

Michigan Department of Licensing and Regulatory Affairs

Filing Endorsement

This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT

for

[redacted]

ID NUMBER: 71317K

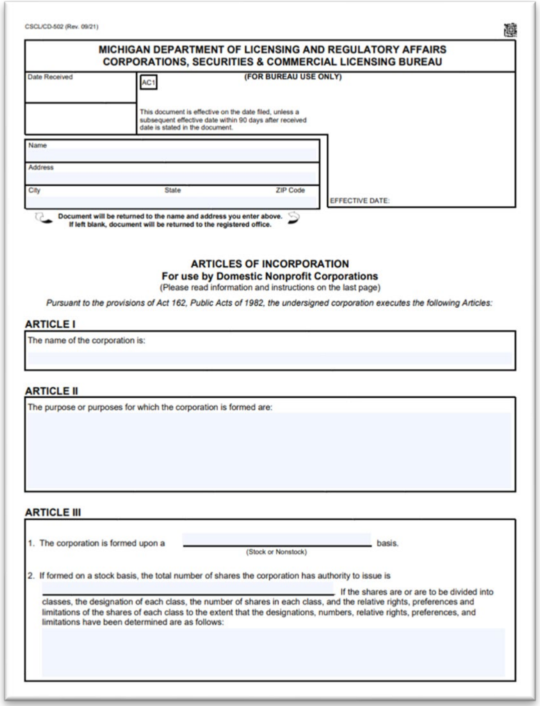
received by facsimile transmission on March 25, 2013 is hereby endorsed

Filed on March 28, 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 28TH day of March, 2013.

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



CSCL/CD-502 (Rev. 09/21)

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

Date Received	AC1 (FOR BUREAU USE ONLY)
	This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name			
Address			
City	State	ZIP Code	EFFECTIVE DATE:

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, 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.
(Stock or Nonstock)

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:

Attachments Naming Convention

- Attachment 1 Nonprofit Designation
- ATTACHMENT 2 OPERATING PROOF
- Attachment 3 Financial Statement and 990
- ATTACHMENT 4 2021 MICHIGAN ANNUAL REPORT
- Attachment 5 Articles of Incorporation and Bylaws
- ATTACHMENT 6 CERTIFICATE OF GOOD STANDING
- ATTACHMENT 7 BANK STATEMENT
- Attachment 8 Exhibit A Scope of Services - current
- ATTACHMENT 9 EXHIBIT E PERFORMANCE OUTCOMES REPORT
- Attachment 10 - Financial Sustainability Plan

Attachment Naming Conventions

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 may adversely affect your application score.***

Name Of Attachment	Description
Attachment # 1:	Nonprofit Designation
Attachment # 2:	Operating Proof
Attachment # 3:	Financial Statement - or most recent audit or 990
Attachment # 4:	2021/2022 Michigan Annual Report
Attachment # 5:	Articles of Incorporation and Bylaws
Attachment # 6:	Certificate of Good Standing
Attachment # 7:	Bank Statement
Attachment # 8:	Exhibit A - Scope of Services,
Attachment # 9:	Exhibit E – Performance Outcomes Report
Attachment #10	Financial Sustainability Plan
Org Brochure # 1:	Organizational Brochure
Org Staff # 2:	Staff Resumes
PD:	Performance Data
PS # 1:	Letters of Support from a Recipient of Program or Partnering Organization
BI # 1:	Proof of Ownership
BI # 2:	Proof of Lease Agreement
BI # 3:	Health Inspection
BI # 4:	Building Safety Engineering Environmental Inspection
BI # 5:	Fire Marshall Inspection
Bud # 1:	Financial Statement
Bud # 2:	Financial Audit
Bud # 3:	Other funding sources
Bud # 4:	Financial Management System
Bud # 5:	Budget Explanation and Justification

Strong Applications

- Meets all the Threshold Requirements
- Name all attachments using naming convention
- Respond to all the questions
- 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
- Review attachments to confirm document matches file name.
- The organization is leveraging resources to help sustain, enhance, and maximize the program
- The applicant has strong capacity to implement programs and have a proven track record of program success
- The program design that capitalizes on successful implementation and program strength
- 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)
- Clearly defined success and performance standards/metrics/outputs and outcomes
- The program is either a new program or is expanding its services – there is a quantifiable increase in the service than was delivered in the 12 months prior

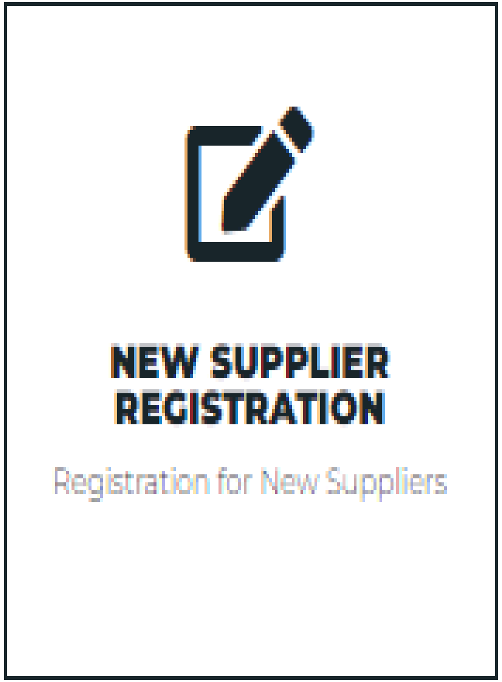
Proposal Evaluation Process

Oracle Registration - OCP

Office of Contracting and Procurement

https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-contracting-and-procurement

- How to Guide for Supplier Portal Bid Training
- Registered suppliers should access their Oracle Register as a new supplier

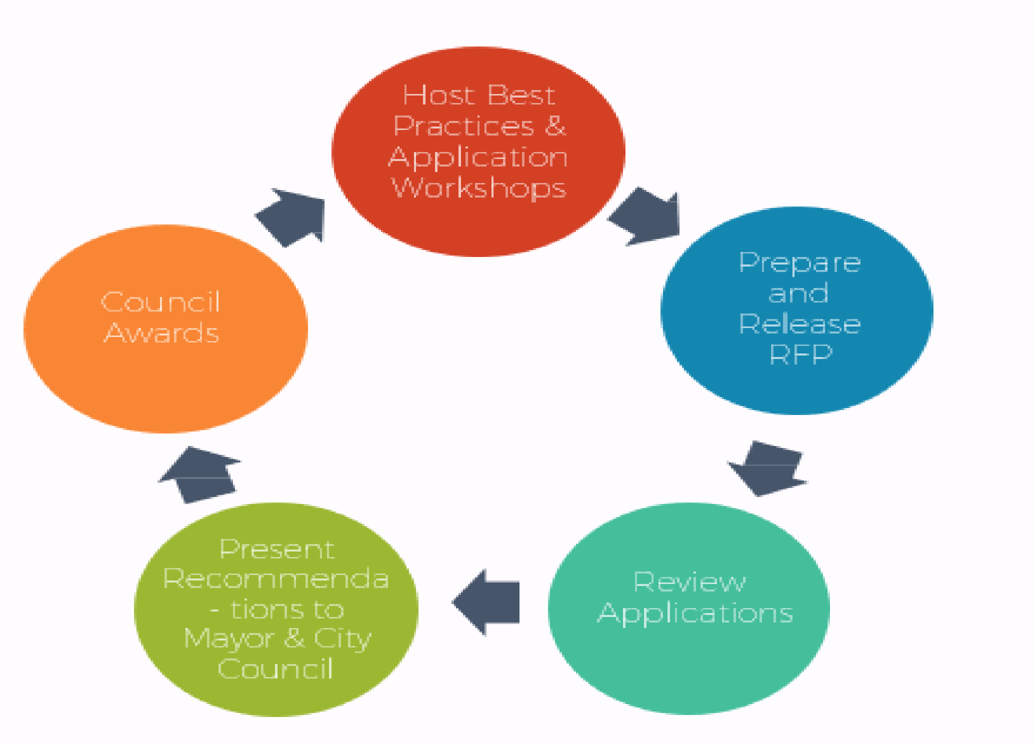


@TechSupportOCP

Oracle Tech Support Assistance:

procurementinthecloud@detroitmi.gov

NOF Funding Process



Phase 1 - Pre-Award

- **Present funding opportunities**
- **Application submission**

Phase 2 - Award

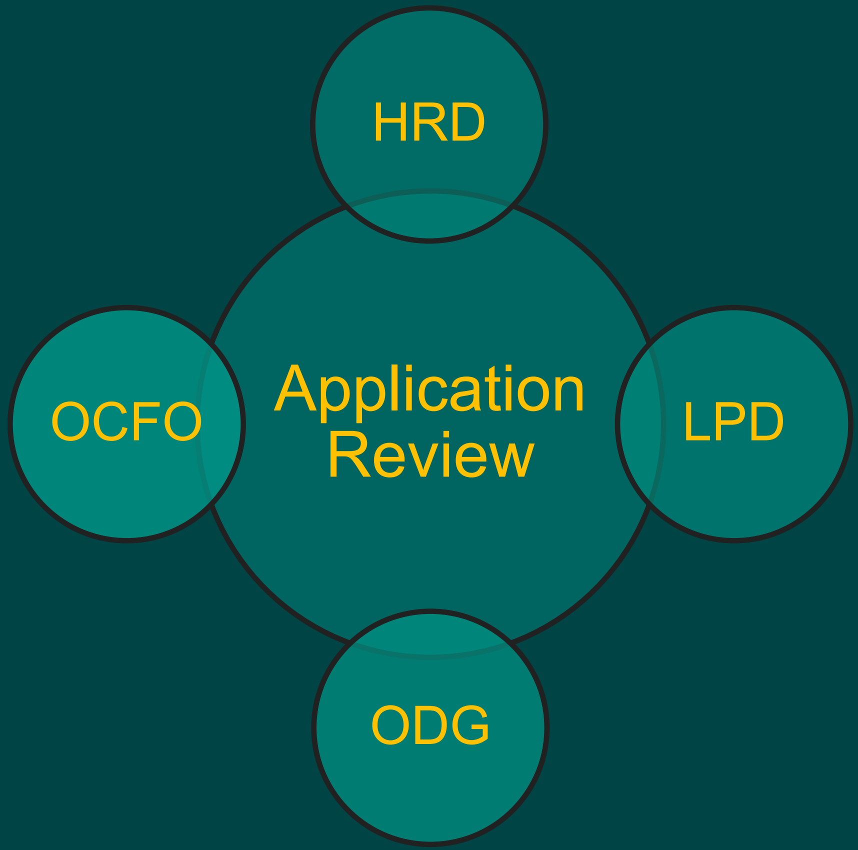
- **Award decisions are made and announced**

Phase 3 – Implementation

- **Implementation**
- **Monitoring**
- **Reporting**
- **Closeout**

Consensus Review Group

- HRD = Housing & Revitalization Department
- OCFO = Office of Chief Financial Officer
- ODG = Office of Development & Grants
- LPD = Legislative Policy Division



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
Organization Information	25 Points
Project Description	35 Points
Activities, Output, Outcomes & Impacts	20 Points
Budget	20 Points
Contractual Compliance	-10 Points Deduction

Organizational Information

- **Describe your organization and the unique experiences and qualifications that make your organization the most appropriate to provide the proposed services?**
  - **Provides detailed examples of accomplishments and the Impacts of program services.**
  - **Uses data back up claims of accomplishments**
  - **Provides proof of sufficient experiences and qualifications to administer the program services**
  - **List all the staff positions needed to operate this public service activity, including those proposed to be funded by CDBG/NOF and other Sources. (Provide Resumes)**

Project Description

Be prepared to respond to:

- 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?
- Number of participants that fall in the low-mod income range?
- Describe how the activity will be implemented, operated, and administered.
- Provide clear and detailed Sustainability Plan

Program Sustainability Plan

Plan Component/Method	Action Steps	Timeline
Communication of Program and fundraising goals for year to staff and board	• Meet with staff and board to discuss annual program and fundraising goals and activities • Provide fundraising calendar with grant due dates and campaigns listed • Provide list of ways staff and board might support these events and/or activities	Winter
Research and Prospect Grant Opportunities	• Use Foundation Center Online Service weekly to prospect grant opportunities • Review monthly newsletter from Resource Champions that shares grant opportunities • Review monthly grant opportunity listing	All Year
Facebook Posts	Make posts 2-4 times per month	All Year
Annual Report	Determine Focus Collect Data Print and Mail Report	Winter-Spring
	Speaking at Church or Community Group to Secure Volunteers and/or donations	Spring
Mid-Year Ask	Direct mail Mid-year update and ask, highlighting need for monthly sponsors for upcoming school year	Spring
Special Event	Host special event celebrate long-time supporters and engage new supporters	Fall
End-of-Year Ask	Direct mail end-of year update and ask	Fall
End of year evaluations and projections for new year	Complete surveys and make projections based on lessons learned, demand and available staffing	Fall - Winter

Activities, Outputs, Outcomes, and Impacts

Be prepared to respond to:

- If the proposed activity is already in existence, what were its outputs for the most recently completed fiscal year?
- What are the project outputs for the proposed activity in the current fiscal year?
- What processes and tools are in place to measure program outcomes?
- What kind of lasting benefits does your organization hope to provide to your clients through the services it provides?
- How successful was your program in achieving the proposed outcomes?
- What outcomes indicators were used to determine the results?

Outputs/Activities

- Outputs are the direct products of program operation, measured in terms of the volume or work accomplished.
- Think of outputs as the products of program activities, or the result of program processes. They are the deliverables. Some even use the term interchangeably with “activities.” Outputs can be identified by answering questions such as:
    - What will the program produce?
    - What will the program accomplish?
- 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.

Example

Out-1. If the proposed activity is already in existence, what were its outputs for the most recently completed fiscal year?

Past Year (2/1/2020-1/30/21)

	Number	Percentage
Enrolled into RBD Program	22	
Complete the Program	21	95%
Industry Recognized Credentials	22	100%
Placed In Jobs	11	50%
Apprenticeships/Industry Related	6	27%
Retention - 6 months	5	23%
Net Income Increases	11	50%
Credit score Increases	8	36%
Net Worth Increases	10	45%

Out-2. What are the proposed program outputs for the upcoming year?

Upcoming year (2/1/2022-1/30/2023)

	Number	Percentage
Enrolled	80	
Complete the Program	64	80%
Industry Recognized Credentials	64	80%
Placed In Jobs	45	70%
Apprenticeships/Industry Related	32	50%
Retention - 6 months	18	40%
Net Income Increases	32	50%
Credit score Increases	23	35%
Net Worth Increases	29	45%

Out-3. What standards, measures, or benchmarks are used to assure or verify that this is a quality/successful Program? *(Example: Meals comply with USDA dietary standards; tutors will be certified teachers; etc.)*

Credentials are industry recognized and issued by a State recognized entity. The curriculum is a contextualized curriculum that was created based off the National Center for Construction Education and Research (NCCER) program. Credit scores are pulled from Transunion.

Outcomes

- Outcomes are changes in program participants or recipients (aka the target population). They can be identified by answering the question: How will program participants change as a result of their participation in the program?

- 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

- Impacts assess the changes that can be attributed to a particular intervention, such as a program or policy, both the intended ones, as well as the unintended ones.

- Short-term (1 year) – Describe the initial impact during the clients' first year of participation in the program.

- Intermediate (2 years) – Describe the subsequent impact on the client population that is anticipated as a result of their participation in the program, if applicable.

- Long-Term (3 - 5 years or more) – Describe the eventual impact on the client population that is anticipated as a result of their participation in the program


B U D G E T

Budget

Be prepared to respond to:

- 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 must recent audit?
- List other funding sources. (Provide award letters for each funding source)
- Describe your financial management system.

PROVIDE DOCUMENTATION OF AN ACCEPTABLE AND ACCOUNTABLE FINANCIAL MANAGEMENT SYSTEM

TABLE OF CONTENTS

SECTION 1 CASH MANAGEMENT

A. POLICIES

At its annual meeting, the Board authorizes all bank accounts and persons permitted to be designated as check signers.

B. CASH RECEIPTS

1. Incoming mail is opened by the Administrative Assistant and checks are logged into a register by date received, issuer, check number, check amount and date deposited at the bank. An electronic detail of the deposits is provided to outside Accountants for inclusion with Financial reporting.
2. A copy of each check is retained.
3. Receipts are logged into the accounting spreadsheets by the Administrative Assistant. Amounts of cash receipts are verified when entered into the accounting spreadsheets. The receipts are then reconciled with the bank statements.
4. Deposit slips are completed for each deposit and a detail support of every check is included in the main file along with the proof of the deposit made at the bank.
5. Receipts are added to the cash sheet and compared to bank deposits and postings to cash receipts as entered and also during the monthly account reconciliation process.
6. Receipts of currency are deposited after verification by two employees. Cash is recorded in the accounting spreadsheets. Cashing of checks out of cash receipts is prohibited.....

GOOD EXAMPLE

Complete the following budget form for the requested public service activity:	Amount from other funding source(s)	Amount from 2022 - 2023 CDBG/NOF
PERSONNEL *(List title for each position covered in this request - should match total from salaries- Org-11)*		
Director of Individual Tax Programs	32,800	12,800
Tax Preparers, E-filers	50,350	37,010
Operations Manager	8,800	4,000
Director of Finance and Administration	13,200	4,000
Site Coordinator Seasonal	81,330	13,470
Site Coordinator Year Round	82,820	37,180
Assistant Site Coordinator – Seasonal	87,800	2,000
IT Coordinator	20,020	6,180
Volunteer Coordinator	26,970	6,930
Marketing Coordinator	23,150	5,850
Call Center Manager	34,680	9,000
Tax Program Assistant	15,420	6,180
Employer Taxes (FICA, etc.)	42,960	13,024
Fringe (health insurance, life insurance, etc.)	28,640	8,676
Independent contractor/consultant personal services contracts *(List title for each & hourly rate or weekly pay or another fee scale)*		
OPERATING EXPENSES *(pro rata share)*		
Office Expenses	11,700	3,700
Insurance	4,500	
Information Technology	9,300	5,200
Marketing & Advertising	8,400	
Occupancy	32,000	18,000
Telephone & Communications	8,000	4,000
Transportation & Travel	6,300	
SPECIFIC PROGRAM/PROJECT EXPENSES –Excluding personnel *(Itemize)*		
Printing & Postage	5,800	1,800
Volunteer Expenses	4,900	1,000
TOTAL AMOUNT REQUESTED FROM CDBG/NOF		200,000

BAD EXAMPLE

Complete the following budget form for the requested public service activity:	Amount from other funding source(s)	Amount from CDBG/NOF
PERSONNEL		
Salaries *(should match total from salaries- Org-10)*	476743	55132
Employer Taxes (FICA, etc.)	68321	16064
Fringe (health insurance, life insurance, etc.)		
Independent contractor/consultant personal services contracts *(List title for each & hourly rate or weekly pay or other fee scale)*		
OPERATING EXPENSES *(pro rata share)*		
	50004	5000
	114000	11400
	57996	5800
	3540	354
	144756	7238
	9996	1000
	15000	14887
		31626
SPECIFIC PROGRAM/PROJECT EXPENSES – Excluding personnel *(Itemize)*		
		26418
TOTAL AMOUNT REQUESTED FROM CDBG/NOF		143293

IMPORTANT DATES TO REMEMBER

Best Practice Webinar
Aug 1st
6:00pm – 8:00pm

1st Proposal Webinar
September 6th

NOF Proposal Opens
September 18th

2nd Proposal Webinar
October 4th

NOF Proposal Closes
October 19th
4:00pm

CDBG PS Application

Technical Assistance

Office Hours

Beginning Wednesday, August 2, 2023, we are offering Office Hours. During the office hours, Community Development Specialist will answer questions related to the application process. Please visit the City of Detroit, Housing and Revitalization Webpage to sign up.

Link to Office Hours https://outlook.office365.com/owa/calendar/OfficeHoursNOFCDBGPS@detroitmi.gov/bookings/

Office Hours NOF CDBG PS - You can book online!

You can now book and manage appointments using our booking page.

outlook.office365.com

QUESTIONS

Tamra Fountaine Hardy
fountainet@detroitmi.gov
313-495-4099