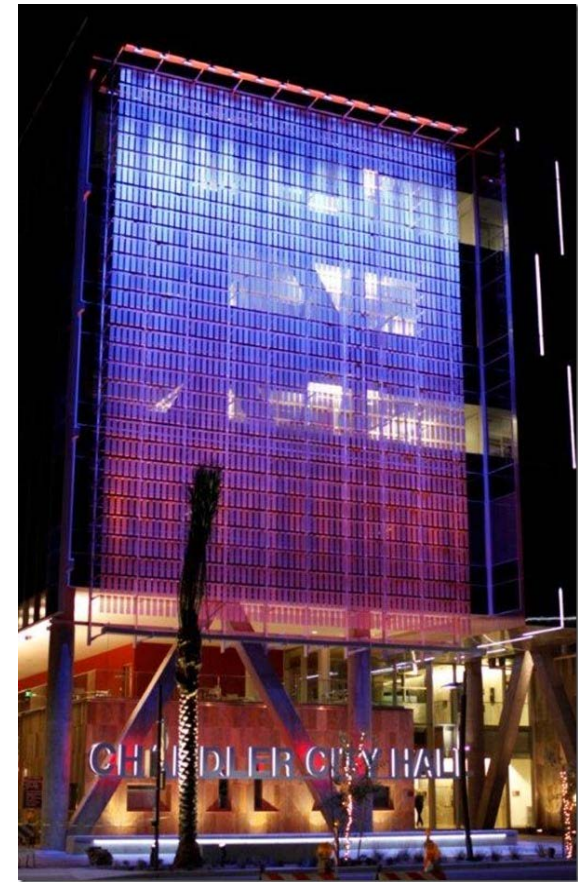




# Nonprofit Funding Criteria & Application Guidelines Orientation



Monday, October 23, 2017



# + Overview of Orientation



- Welcome & Introductions
- General Fund vs. CDBG/HOME
- Timeline
- What's in the Guidelines
  - Criteria & Priorities
  - Application Guidelines
  - Evaluation Process
  - Monitoring & Reporting



## Fund Allocations 2018/2019

### By Priority Population Group and Key Focus Areas

#### General Fund

##### Youth

- **Educational Support**
- **Health**
- **Prevention / Intervention**

##### Families in Crisis

- **Crisis**
- **Basic Needs**
- **Support Services**
- **Homelessness**
- **VITA**

##### Special Populations

- **Basic Needs**
- **Independent Living**
- **Socialization / Education**
- **Veterans' Transportation**

# Fund Allocations 2018-2019

## By Eligible Funding Priorities

### CDBG

#### Public Services

- Homeless Services
- Fair Housing Programs
- Public Housing Youth
- Neighborhood Revitalization / Code Enforcement

#### Capital

- Infrastructure Improvements
- Public Housing Improvements
- Park Improvements
- Public Facilities Improvements
- Voluntary Demo

#### Housing Activities

- Homeowner Rehabilitation Programs
- Emergency Home Repair

### HOME

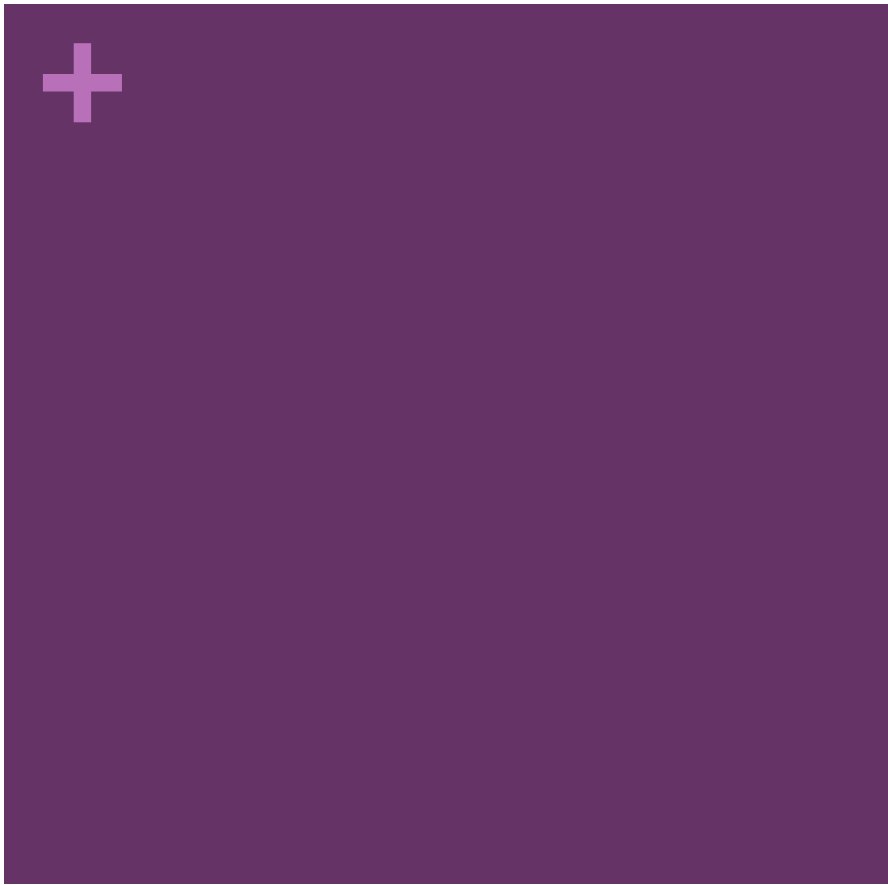
#### Housing Activities

- Homeowner Rehabilitation Programs
- Housing Reconstruction
- TBRA Housing Assistance
- First Time Homebuyer Programs



# + Timeline

October 23, 2017	Agency Orientation and Applications Available
November 21, 2017	Deadline: Agency Applications, 5:00 p.m.
January 8, 2018	Deadline: FY17/18 GF Mid-Term Report, 5:00 p.m.
February 8, 2018	CDBG/HOME Follow Up Questions for Agencies delivered
February 13, 2017	Noon Deadline: CDBG/HOME question responses
February 15, 2018	CDBG/HOME Agency Presentations
Mar. 6-Mar. 9, 2018	GF Questions available to agencies via ZoomGrants
March 28, 2018	Deadline: GF question responses due via ZoomGrants
March 28, 2018	HHSC Public Hearing & Final Recommendations - CDBG/HOME
May 9, 2018	HHSC Public Hearing & Final Recommendations - General Fund
May 10, 2018	Mayor & City Council approve CDBG/HOME funding recommendations
June, 2018	CDBG/HOME Pre-contract Orientation
June, 2018	Mayor & City Council approve General Funds Allocations
July, 2018	General Funds & CDBG/HOME Funds available (contingent upon approval of the City Council budget)



# What's In The Guidelines? General Fund



# + Basic Funding Criteria For ALL

(pages 11-12)

- 501(c)(3)
- Audits
- Administrative Costs  $\leq$  20%
- Chandler Residents = 100%
- Priorities
- Technical Assistance Contact Information





# + Criteria For General Funds

(page 13)

- New rule as of 2012/2013
  - No more than 10% of the total annual amount of General Funds may be allocated to any program. 10%≈\$113,473
  - No more than 15% of the total annual amount of General Funds may be allocated to any agency. 15%≈\$170,209
  - Exemptions to the above rules include the Senior Meals and Eviction Prevention Programs operated by the City's designated CAP agency, which offer critical safety net services to Chandler residents. This exemption applies regardless of which nonprofit organization is allocated funding for these services.
  
- Collaborative Partner Grant Exemption
  - No more than 15% of the total annual amount of General Funds may be allocated to a Collaborative Partner Grant. 15%≈\$170,209







# + General Fund (Pages 18 - 19)



- Youth – 41%
  - Educational Support
  - Health
  - Prevention / Intervention
  
- Families In Crisis – 40%
  - Crisis
    - Emergency Intervention
    - Temporary Assistance
  - Basic Needs
  - Support Services
  
- Special Populations – 19%
  - Basic Needs
  - Independent Living
  - Socialization & Education
  - *Veterans' Transportation Services (\$10,000)*
  
- Collaborative Partner Grant
  - Primary Fiscal Agency
  - Written Agreement
  - Policy and Procedure Development



# + General Fund Application (Pages 21-24)

**DUE: November 21, 2017, 5 pm**



## ■ Document Available

- **October 23, 2017**

## ■ Basic Information

- Additional Contacts
- Category Selection
- Faith Based Organization
- Collaborative Partner Grant

## ■ Program Summary

- Program Description
- Employees and Funding Description
- Minimum Amount of Funding
- Volunteers
- Eligibility Criteria
- Collaborations
- Participation with the City

# + General Fund Application (Pages 24-25)

**DUE: November 21, 2017, 5 pm**

## ■ Unduplicated Clients & Units of Service

- Example I: Agency serves non-Chandler residents and provides individual scholarships



Unduplicated Clients	Total Clients to be Served by the Program	Total Chandler Clients to be Served by the Program	Total Clients to be Served with Chandler Funds
Unduplicated Clients	100	75	50

- Example II: Agency only serves Chandler residents and provides individual scholarships

Unduplicated Clients	Total Clients to be Served by the Program	Total Chandler Clients to be Served by the Program	Total Clients to be Served with Chandler Funds
Unduplicated Clients	100	100	50

- Example II: Agency only serves Chandler residents and funds are for staff working directly with clients

Unduplicated Clients	Total Clients to be Served by the Program	Total Chandler Clients to be Served by the Program	Total Clients to be Served with Chandler Funds
Unduplicated Clients	25	25	25

- Units of Service - Need to reflect the Client information

Last column can be equal to the others but never larger



# + General Fund Application (Pages 25-31)

**DUE: November 21, 2017, 5 pm**



## ■ Agency Structure – Table Format

- Board's Engagement & Support
- Strategic Planning

## ■ Budgets

- Agency Budget
- Program Budget
- Budget Narratives
- Capture all City of Chandler Requests

## ■ New Agency Overview

- Never received City of Chandler Funding
- No City of Chandler Funding in the last three years
- Additional Questions and Budget Columns

## ■ Demographic Data

- Gender, Age, Race, Disabled, Income

## ■ Attachments

- Compliance
- Additional Information

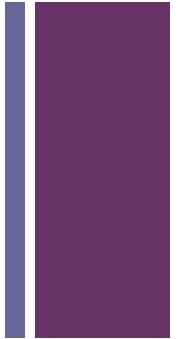


# + General Fund Application (Pages 35-38)

**DUE: November 21, 2017, 5 pm**

## ■ Collaborative Partner Grant Application

- Supplemental Questions
- Partner Roles
- Partner Budgets
- Certification





# + General Fund HHSC Evaluation (Pages 40-43)



- Incomplete Applications
- Late Reporting Penalty
- Rating Guidelines
  - Excellent
  - Good
  - Average
  - Fair
  - Poor
  
- Section Criteria
  - Program Summary (45 points)
  - Agency Table (30 points)
  - Unduplicated Clients & Units of Service (10 points)
  - Program Budget (15 points)
  
- Total = 100 Points
  
- Collaborative Partner Grants = up to 25 Additional Points



## + Proposal Submittal Requirements

- Proposals submitted through ZoomGrants
- **By 5:00 pm, Tuesday, November 21, 2017**
- Application Attachments (page 33) & on Application





# + General Fund Monitoring & Reporting



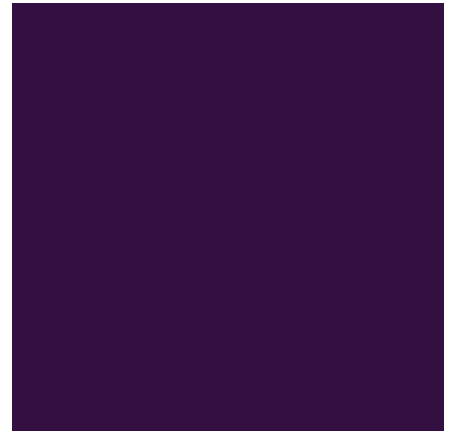
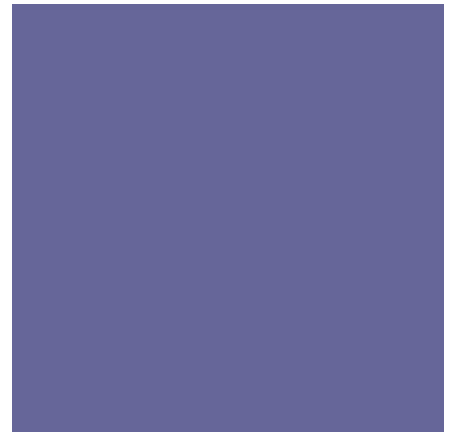
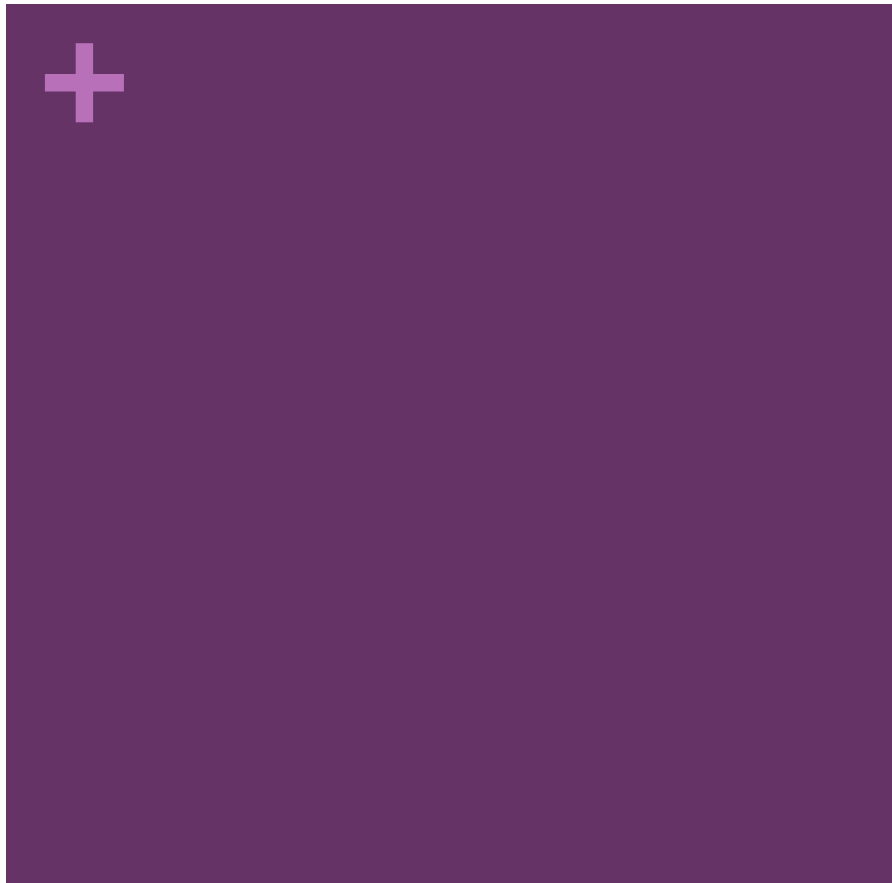
## ■ Monitoring & Reporting Requirements

- Mid-Term (Page 35)
- Final Reports - Current Request Due July 10, 2018
- Agency Tours (Page 14)

## ■ Mid-Term Report

- Current Request – Due January 8, 2018
- Mid-Term Report Information – 6 Month Accomplishments
- Demographic data





# What's In The Guidelines? CDBG/HOME



# + Federal Requirements Overview



- **Written Agreements**
- **Debarment (SAMS)**
- **Conflict of Interest**
- **Audit requirements - 2 CFR Part 200**
- **Separate tracking of other project resources**
- **Documentation of funds expenditure and beneficiaries**
- **Recordkeeping & Records Retention**
- **Reporting of outcomes**



# + CDBG National Objectives



Clients served must be low-moderate income and the program must address one of the National Objectives:

Income-based - *Clients served have income less than 80% of area median income*

Area-based - *Clients served reside in a low-moderate income census tract*

Urgent Need- *Serves clients during emergency circumstances such as declared disaster*

# + CDBG Funding Priorities



## **Public Services & Neighborhood Revitalization**

- **Services to the Homeless**
- **Fair Housing Services**
- **Public Housing Youth Program**
- **Code Enforcement / Blight Elimination Program**



# CDBG Funding Priorities

## Capital Improvements & Housing Activities

### Infrastructure, Public Housing & Public Facilities, Housing Rehab

- Streetlights, Curb, Gutter, Sidewalk
- Public Housing Improvements
- Park Improvements
- Rehabilitation of a Public Building
- Rehabilitation of Single Family homes
- Emergency Home Repair





# + Special CDBG Information



## Public Services

- Budget – CDBG paid staff & fringe
- Capturing match and in-kind contributions
- CDBG funds reimbursed monthly with documented receipts and invoices

## Capital Projects

- Environmental review timeframe
- Davis Bacon & Prevailing Wages
- Procurement rules for labor, materials, supplies



# HOME Program



## Home Investment Partnership Program

- Created under Title II of the National Affordable Housing Act of 1990
- HOME expands the supply of decent and affordable housing for very low income residents
- HOME programs and activities enhance Chandler's neighborhood revitalization efforts



# HOME Funding Priorities



## HOME Housing Activities

- Homeowner Rehabilitation Programs
- Housing Reconstruction
- Tenant Based Rental Assistance (TBRA)
- First Time Homebuyer Programs
- Rental Housing





## + HOME Proposals

- Applicants must be able to undertake affordable housing activities within Chandler boundaries
- Applicants must demonstrate financial management and programmatic expertise to successfully develop and implement proposed activities.
- Applicants must be able to comply with HOME 2013 rules.





# + HOME Final Rule



## HOME New Rules

- Improve program efficiency and effectiveness
- Key Changes:
  - Accelerate timely production & unit occupancy
  - Strengthen performance
  - Increase administrative transparency and accountability
  - Underwriting & Program Design
  - Property standards & construction oversight
  - CHDO qualifications & capacity
  - Market study



# + Tenant Based Rental Assistance

## HOME TBRA

- Nonprofit provides direct rental assistance for homeless persons in Chandler
- HOME funds can assist with rent, utility and security deposits
- TBRA works in partnership with a CDBG funded Public Service housing case management program
- HOME Program requirements:
  - Income verification uses Section 8 method
  - Participants sign a lease agreement for housing unit
  - Housing units must pass annual HQS inspection
  - Maximum and minimum rental payment amounts must be established
  - Proposal is supported by a CDBG funded Housing Services case management program



# + HOME Housing Reconstruction



- **HOME Funded Housing Reconstruction**
  - Maximum \$75,000 HOME subsidy per homeowner reconstruction
  - Clients are referred from City of Chandler Housing Rehabilitation program.
  - Applicant would assist clients with securing additional resources to complete reconstruction
  - Comply with HOME Program requirements
    - Qualify household income
    - Environmental review
    - Implement reconstruction program standards
    - Other HOME New Rule Requirements



## + Proposal Submittal Requirements



- CDBG & HOME submitted via ZoomGrants
- **By 5:00 pm, Tuesday, November 21, 2017**
- Required Attachments:
  - 501c 3 letter
  - Articles of Incorporation
  - Agency Organizational Chart
  - Agency Board of Directors
  - AZ Corp Commission – Certificate of Good Standing
  - Most Recent Audit or Financial Statement
  - Indebtedness Disclosure Certification
  - Fiscal Management Assessment
  - Agency Audit Certification
  - American with Disabilities Act Certification
  - Project Location Map



# + Proposal Submittal Requirements



## ■ Required Attachments (continued):

### As applicable

- Project Service map (area benefit)
- Cost Allocation Plan
- Job Descriptions & Resumes
- Professional Service Agreement
- Lease Agreement

### Public Facilities Improvement

- Site plan, if available

### Homeownership & Rental

- Housing Market Study
- Housing Affordability Plan



# + CDBG & HOME Proposal Evaluation Process



- Eligibility reviews conducted
- Agencies notified if proposal is not eligible
- Eligible proposals will be reviewed by the HHSC
- HHSC will evaluate each proposal according to established criteria
- Agency presentations February 15, 2018
- HHSC will score proposals and develop funding recommendation for City Council and Mayor approval



# + Proposal Evaluation Criteria



- **Project Description & Need**
  - Well defined, realistic, evidence of sustainability
- **Proposed Outcomes**
  - Results oriented, measureable objectives
- **Proposal Budget**
  - Realistic budget with all necessary cost components
- **Agency Report Card**
  - Past performance, agency capacity & experience





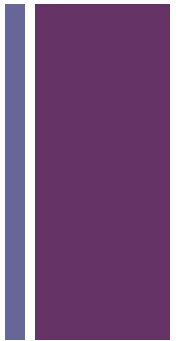
## + Agency Proposal Presentations

- Agency will present proposal to HHSC
- Presentations limited to 3 minutes
- Agencies will receive presentation time in February
- Presentation invitation will provide guidance on format and content
- Power point, audio, and printed program material is prohibited
- Presentations will be considered in the development of the funding recommendation





# + HUD Performance Measurements



- Organized process for gathering information to determine how well programs are meeting goals
- HUD established system to provide framework for reporting accomplishments and reporting back to Congress
- Main elements of the Performance Measurements are:
  - Objectives
  - Outcomes
  - Indicators
- Data needed for the City's annual CAPER to HUD



# + Program Monitoring & Reporting

- Subrecipient activities must comply with regulation
- Risk assessment is conducted to each funded program
- Formal and informal site visits are conducted during program year
- Other forms of monitoring during program year:
  - Pre-contract orientation
  - Pre-contract documentation
  - Monthly desk review
  - Monthly reimbursement & performance report
  - Ongoing technical assistance available

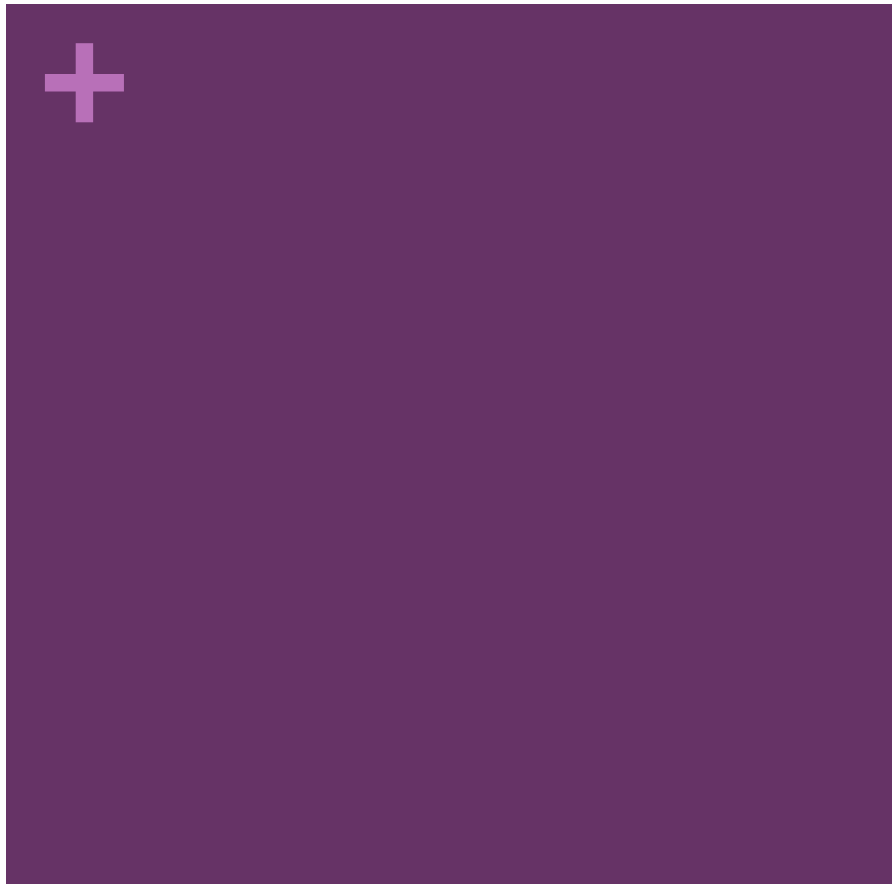




## + Technical Assistance

- Technical Assistance is available to help agencies ensure that projects are eligible for federal assistance
- Provide guidance on meeting HUD eligibility requirements outlined in the RFP
- Contact Housing and Redevelopment staff if you have questions





**Thank You**