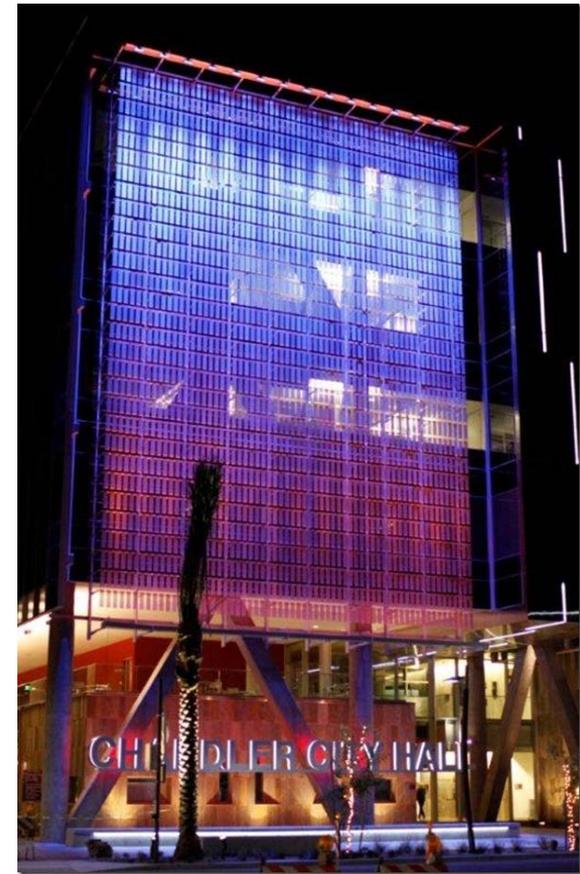




# Nonprofit Funding Criteria & Application Guidelines Orientation



Wednesday, October 19, 2016

# + 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 2017/2018

## 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**

#### Special Populations

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



# Fund Allocations 2017-2018

## 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

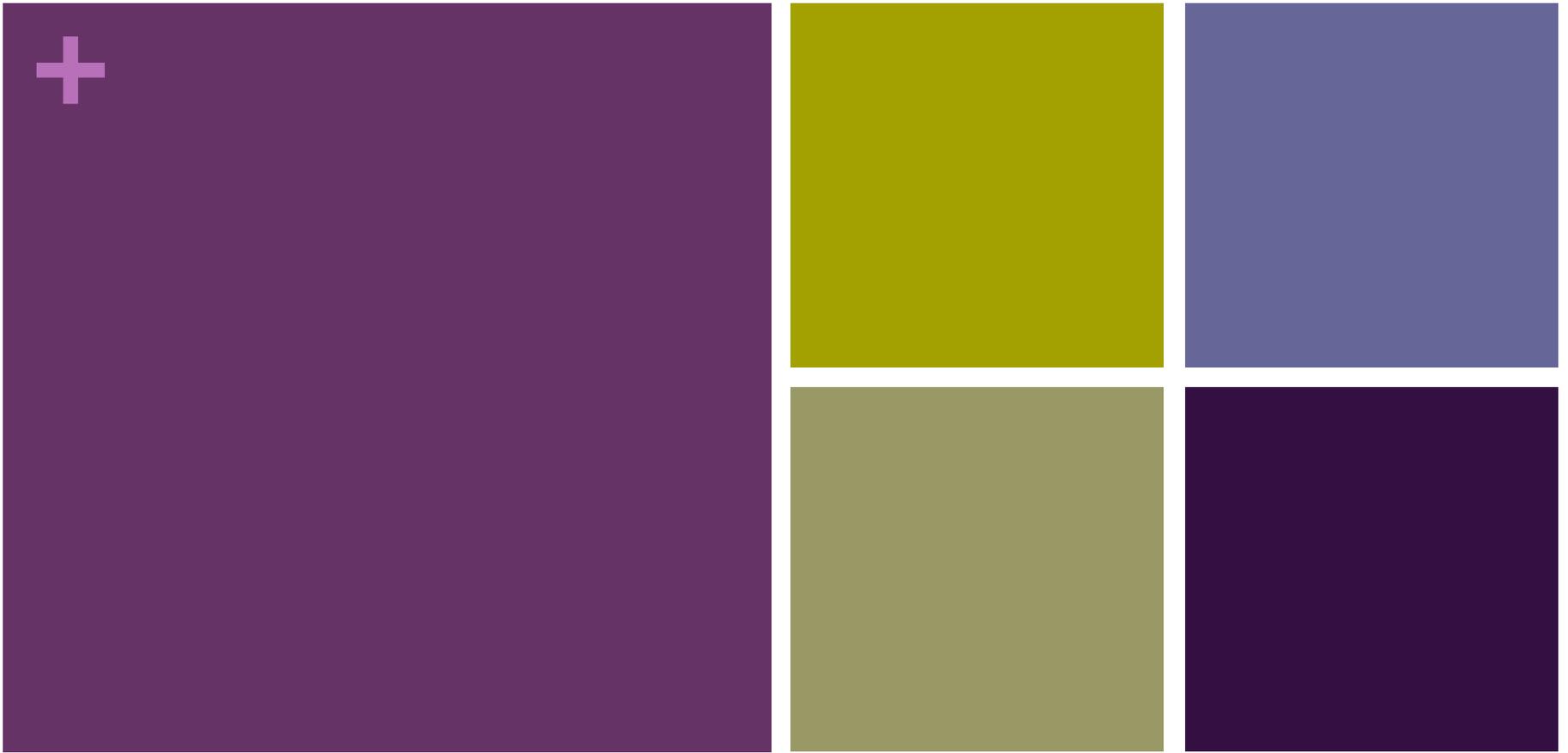
### HOME

#### Housing Activities

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

# + Timeline

October 19, 2016	Agency Orientation
October 20, 2016	General Fund Applications Available
October 19, 2016	New Agency Training
November 22, 2016	Deadline: Agency Applications, 5:00 p.m.
January 9, 2017	Deadline: FY16/17 GF Mid-Term Report, 5:00 p.m.
February 15, 2017	CDBG/HOME Agency Presentations
February 16, 2017	CDBG/HOME Follow Up Questions for Agencies delivered via email
February 22, 2017	Noon Deadline: CDBG/HOME question responses
Mar. 6-Mar. 9, 2017	GF Questions delivered to agencies via email
March 21, 2014	Deadline: GF question responses via email
March 22, 2017	HHSC Public Hearing & Final Recommendations - CDBG/HOME
May 11, 2017	Mayor & City Council approve CDBG/HOME funding recommendations
May 10, 2017	HHSC Public Hearing & Final Recommendations - General Fund
May 19, 2017	CDBG/HOME Award Letters Mailed
June, 2017	Mayor & City Council approve General Funds Allocations
July, 2017	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 9-10)

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



# + Criteria For General Funds

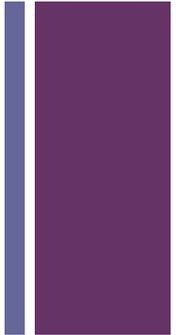
(page 9)

- 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



- Youth – 44%
  - Educational Support
  - Health
  - Prevention / Intervention
  
- Families In Crisis – 36%
  - Crisis
    - Emergency Intervention
    - Temporary Assistance
  - Basic Needs
  - Support Services
  
- Special Populations – 20%
  - 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 17-24)

**DUE: November 22, 2016, 5 pm**

## ■ Document Available

- **October 20, 2016**

## ■ Part I: Primary Fiscal Agency Profile

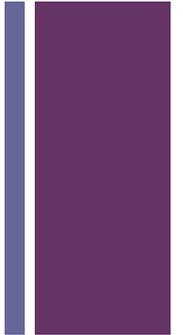
- Basic Contact Information
- Agency Background
- Organizational Capacity
  - Board's Engagement & Support
  - Operational Changes
  - Succession Planning

## ■ Part II: Primary Fiscal Agency Budget

- City of Chandler Requested Funds

## ■ Part III: General Fund Program Summary

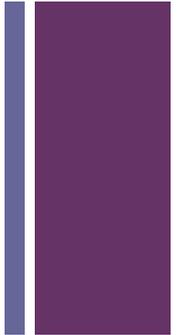
- Program Overview
  - Minimum Amount of Funding
- Program Description
  - Use of the Description
- Application Narrative
  - Program Goals
  - Quality Assurance/Safety/Outreach
  - Collaborations



# + General Fund Application (Pages 24-30)

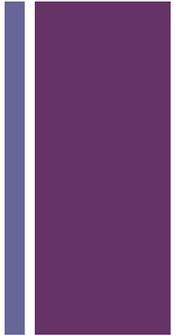
**DUE: November 22, 2016, 5 pm**

- Part IV: Quantitative Data
  - Unduplicated Clients/Units of Service
  
- Part V: Demographic Data
  - Gender, Age, Race, Disabled, Income
  
- Part VI: Detailed Program Budget
  - Revenue Status: “Secured” or “Pending”
  
- Part VII: Attachments
  - Compliance
  - Additional Information
  
- Collaborative Partner Grant Supplemental (Pages 34-46)
  - Partner Agencies
  - Administrative Costs
  - Partner Roles
  - Anticipated Results
  - Partner Budgets
  - Certification



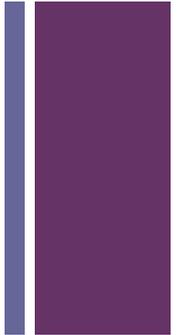
# + General Fund HHSC Evaluation (Page 47)

- Incomplete Applications
- Rating Guidelines
  - Excellent
  - Good
  - Average
  - Fair
  - Poor
  
- Section Criteria
  - Application Summary/Agency Profile (30 points)
  - Program Application Narrative (40 points)
  - Program Evaluation (15 points)
  - Program Budget (15 points)
  
- Total = 100 Points
  
- Collaborative Partner Grants = up to 25 Additional Points

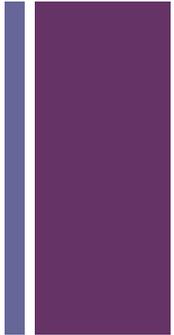


## + Proposal Submittal Requirements

- General Fund proposals not on eC-impact
- Deliver/mail directly to the City
- 1 original + 8 copies = 9 total
- *Typed and Unbound* (use binder clips)
  - ❖ 8.5" x 11" standard paper, single sided (original)
  - ❖ 8.5" x 11" standard paper, double sided, 3-hole punched (copies)
- **By 5:00 pm, Tuesday, November 22, 2016**
- Application Attachments (page 30) & on Application



# + General Fund Monitoring & Reporting

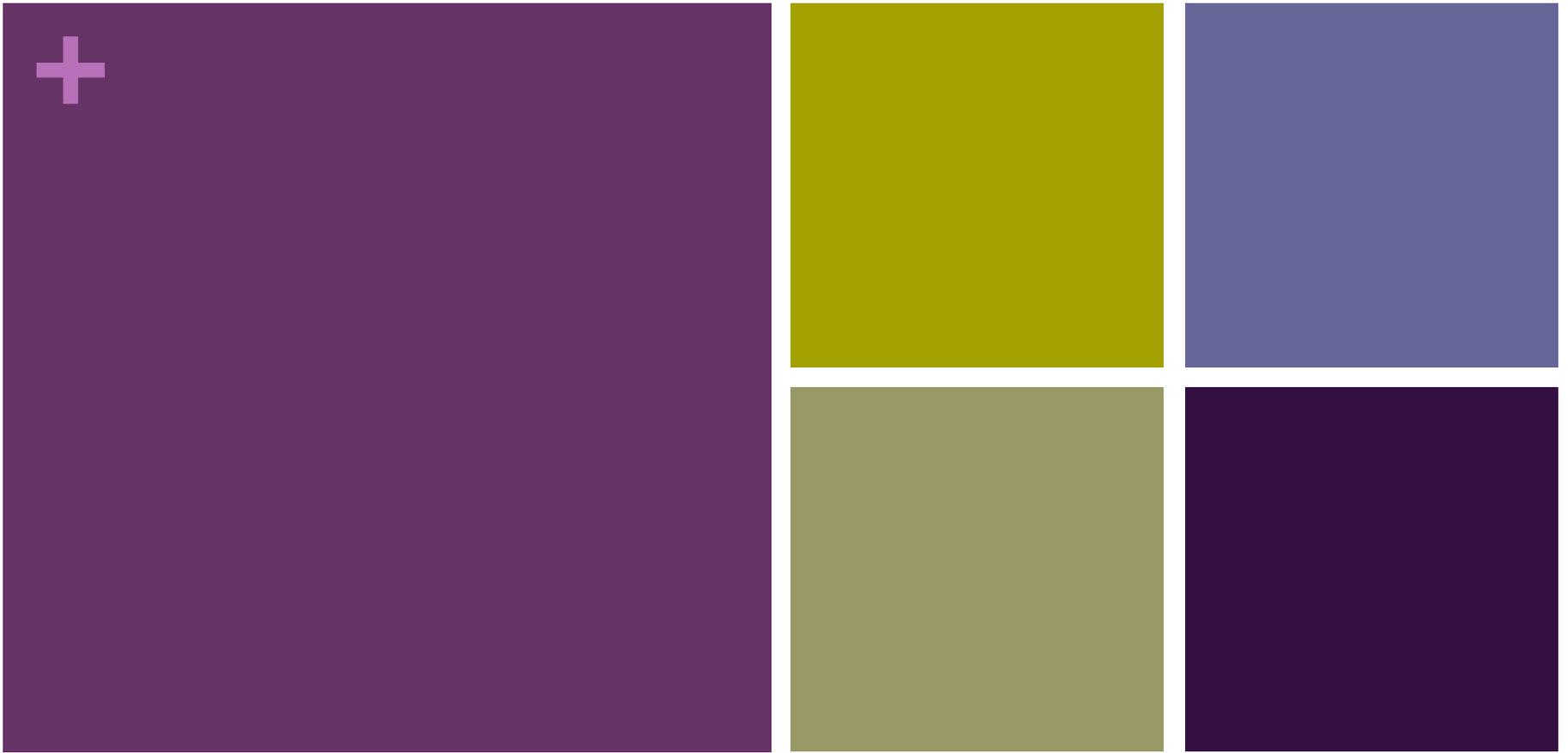


## ■ Monitoring & Reporting Requirements

- Mid-Term (Page 55)
- Final Reports - Current Request Due July 11, 2017
- Agency Tours (Page 12)

## ■ Mid-Term Report

- Current Request – Due January 9, 2017
- Mid-Term Report Information – 6 Month Accomplishments
- Demographic data



# What's In The Guidelines? CDBG/HOME

# + 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*

Presumed benefit - *Clients served are either homeless, elderly, persons with disabilities, abused or neglected child, battered spouses & children*

# + 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

# + 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

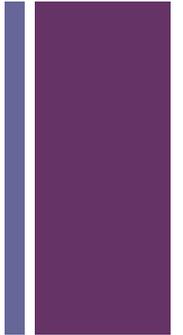
## **HOME Housing Activities**

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



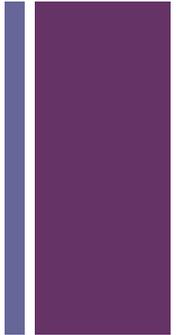
## + Proposal Submittal Requirements

- CDBG & HOME proposals not on eC-impact
- Deliver/mail directly to the City
- 1 original + 2 copies = 3 total
- *Typed and Unbound* (use binder clips)
- 8.5" x 11" standard paper, single sided
- **By 5:00 pm, Tuesday, November 22, 2016**
- Submission documents:
  - Agency Organizational Chart
  - Agency Board of Directors
  - Most Recent Audit or Financial Statement
  - 501c3 letter
  - AZ Corp Commission – Certificate of Good Standing
  - Public Facilities Improvement – provide site plan, if available



## + CDBG & HOME Proposal Submittal

- Agency Organizational Chart and Agency Board of Directors
- Most Recent Audit or Financial Statement
- 501c3 letter
- AZ Corp Commission – Certificate of Good Standing
- Public Facilities Proposals - provide site/project plan, if available
- HOME Proposals – some proposed activities require a market analysis and other documents. Review the RFP guidebook for details

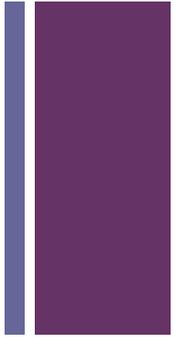


# + CDBG & HOME Proposal Evaluation Process

- 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, 2017
- HHSC will score proposals and develop funding recommendation for City Council and Mayor approval

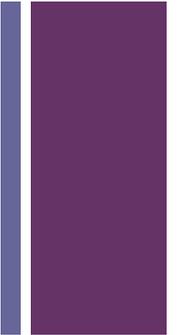
# + Proposal Evaluation Criteria

- **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



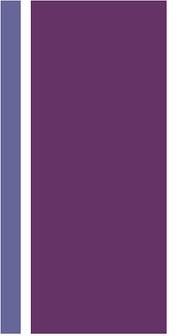
# + Agency Proposal Presentations

- 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



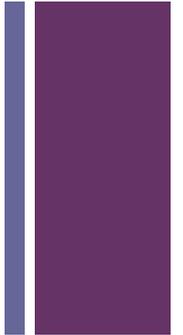
## + Technical Assistance

- Technical Assistance is available to help agencies develop a viable proposal
- Provide guidance on meeting HUD eligibility requirements outlined in the RFP
- Contact Community Development staff if you have questions



# + Federal Requirements Overview

- Audit requirements - 2 CFR Part 200
- Debarment (SAMS)
- Conflict of Interest
- Tracking the project other resources
- Documentation Requirements
- Recordkeeping & Records Retention
- Written Agreements
- Reporting

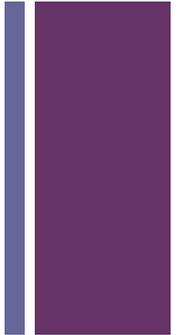


# + Program Monitoring & Reporting

- 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

# + 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



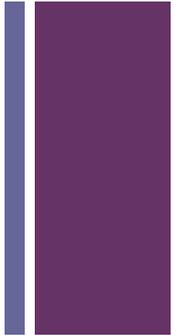
# + Special CDBG Information

## Public Services

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

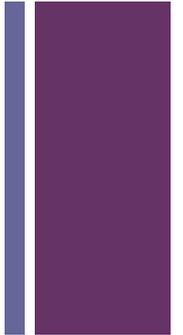
## Capital Projects

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



## + HOME Proposals

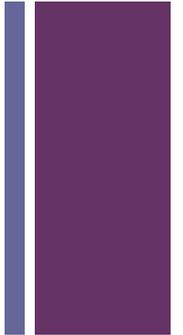
- Applicants must be able to undertake affordable housing activities within Chandler boundaries
- Applicants must demonstrate financial management and programmatic expertise to successfully develop and implement proposed activities.
- Applicants must be able to comply with HOME 2013 rules.



# + 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



**Thank You**