

+



Chandler + Arizona
Where Values Make The Difference

Nonprofit Funding Criteria & Application Guidelines Orientation



Tuesday, October 23, 2012

+ Overview of Orientation

- Welcome & Introductions
- General Fund vs. CDBG/HOME
- Timeline
- Priority Populations and Programs for 2013/2014
- What's in the Guidelines
- **General Fund** Program Priorities
 - Criteria
 - Application Guidelines
 - Evaluation Process
 - Monitoring & Reporting



+
Overview of Orientation
CDBG Funding Priorities

■ Public Service

- Services to the Homeless
- Fair Housing Services
- Housing Supportive Services - TBRA
- Code Enforcement / Blight Elimination
- Other eligible Public Service activities

+
Overview of Orientation
CDBG Funding Priorities

■ Public Facilities, Infrastructure & Public Housing Improvements Priority

- Acquisition
- New Construction
- Renovation
- Single Family Rehab
- Clearance / Demolition
- Emergency Home Repair
- City Infrastructure Improvements
- City Public Housing Improvements

+ Overview of Orientation

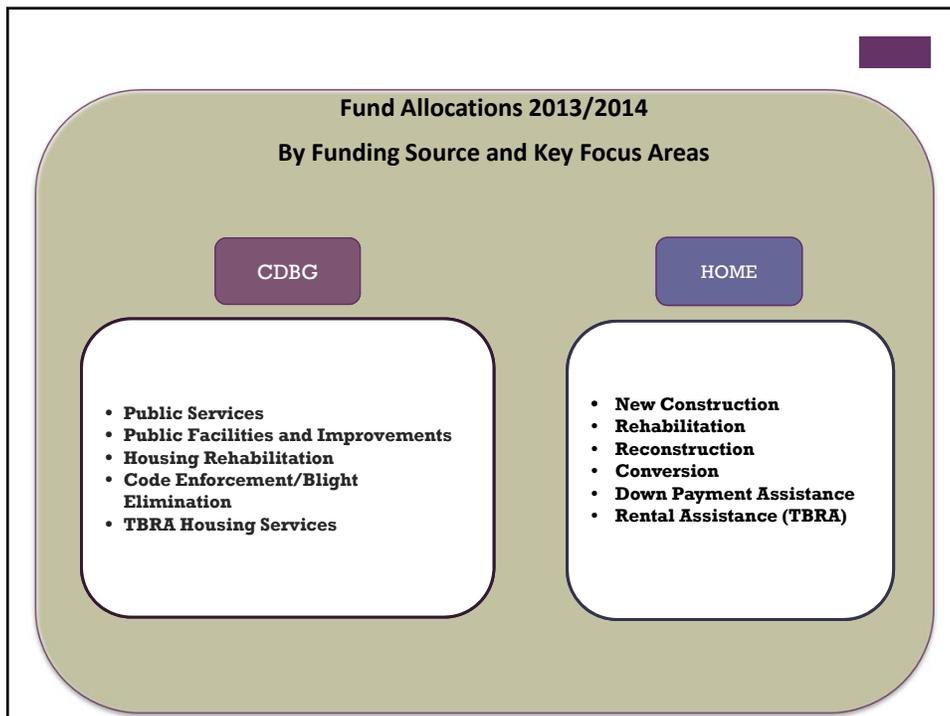
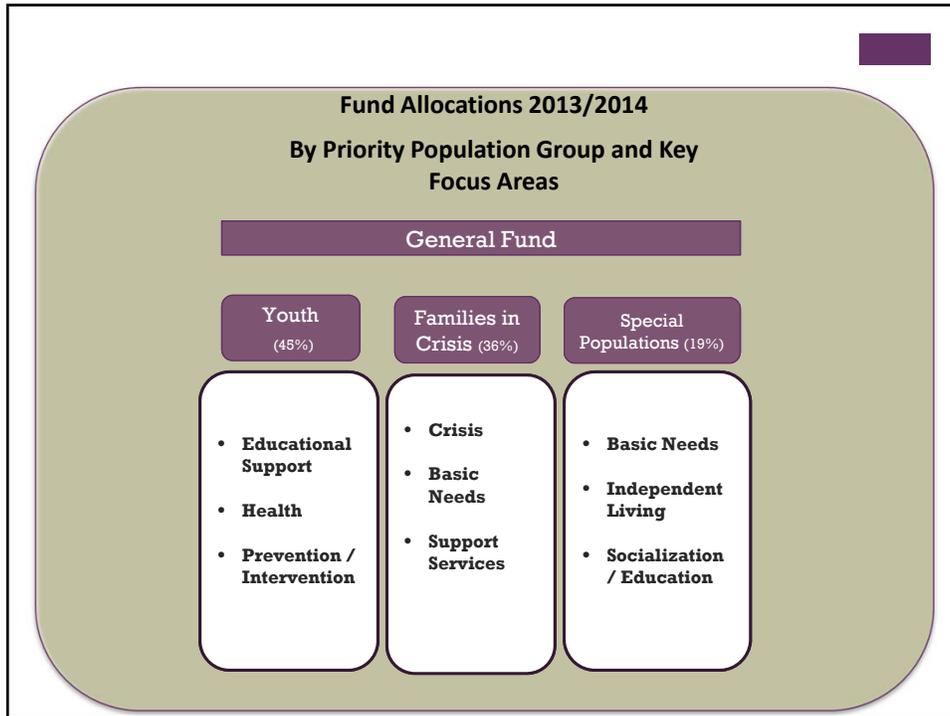
HOME Funding Priorities

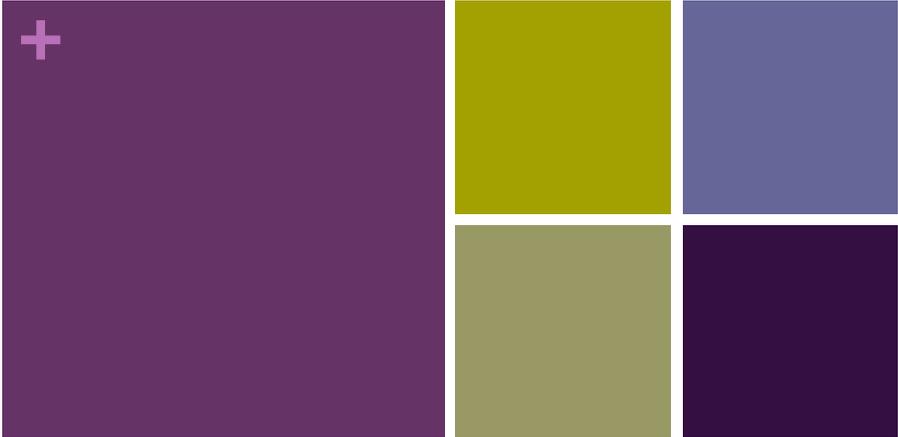
■ HOME Investment Partnership Program

- Housing Acquisition
- Housing Rehab (rental & owner-occupied)
- Housing Reconstruction
- Housing New Construction
- Homebuyer Assistance (Down Payment)
- Rental Assistance - TBRA

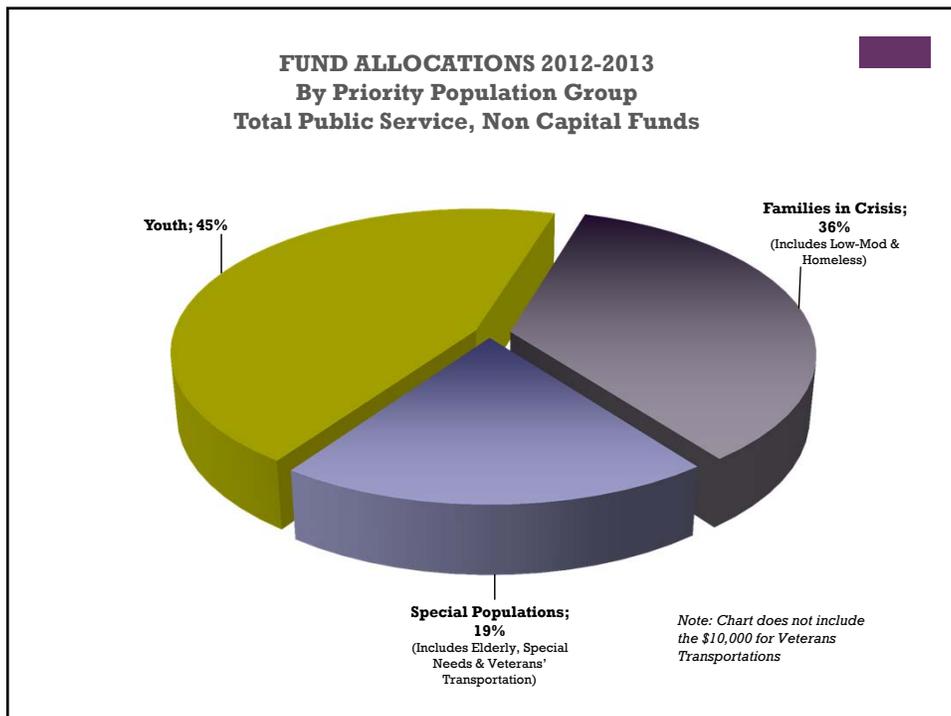
+ Timeline

October 23, 2012	Agency Orientation
October 25, 2012	e-CImpact Technical Assistance Training
October 26, 2012	General Fund Applications available online
November 30, 2012	Deadline: Agency Applications, 5:00 p.m.
January 14, 2013	Deadline: FY12/13 GF Mid-Term Report , 5:00 p.m.
February 13, 2013	GF Questions delivered to agencies via email
February 19, 2013	CDBG/HOME Agency Presentations
February 20, 2013	CDBG/HOME Questions delivered via email
February 21, 2013	Deadline: GF question responses via e-CImpact
February 25, 2013	Noon Deadline: CDBG/HOME question responses
April 3, 2013	HHSC Public Hearing & Final Recommendations
May 9, 2013	Mayor & City Council approve CDBG/HOME funding recommendations
June, 2013	Mayor & City Council approve General Funds Allocations
July, 2013	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 8-10)

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

+ Criteria For General Funds

(page 10)

- 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.

+ General Fund

- Youth – 45%
 - Educational Support
 - Health
 - Prevention / Intervention

- Families In Crisis – 36%
 - Crisis
 - Emergency Intervention
 - Temporary Assistance
 - Basic Needs
 - Support Services

- Special Populations – 19%
 - Basic Needs
 - Independent Living
 - Socialization & Education
 - *Veterans' Transportation Services (\$10,000)*

+ General Fund Application (Pages 16-26)

DUE: November 30, 2012, 5 pm

- Online Registration
 - Begins October 23, 2012

- Part I: Application Summary
 - Basic Contact Information
 - Agency Background
 - Organizational Capacity
 - Board's Engagement & Support
 - Operational Changes
 - Succession Planning
 - Agency Budget
 - City of Chandler Requested Funds

- Part II: General Fund Program Application
 - Program Overview
 - Minimum Amount of Funding
 - Program Priority Population Group
 - General Fund Capital
 - Application Narrative
 - Program Goals
 - Program Evaluation
 - Unduplicated Clients/Units of Service
 - Quality Assurance/Safety/Outreach

+ General Fund Application (Pages 26-29)

DUE: November 30, 2012, 5 pm

- **Part III: Demographic Data**
 - Gender, Age, Race, Disabled, Income
- **Part IV: Program Budget**
 - Revenue Status: "Secured" or "Pending"
- **Part V: Attachments**
 - Compliance
 - Additional Information

+ General Fund HHSC Evaluation (Page 29)

- **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**

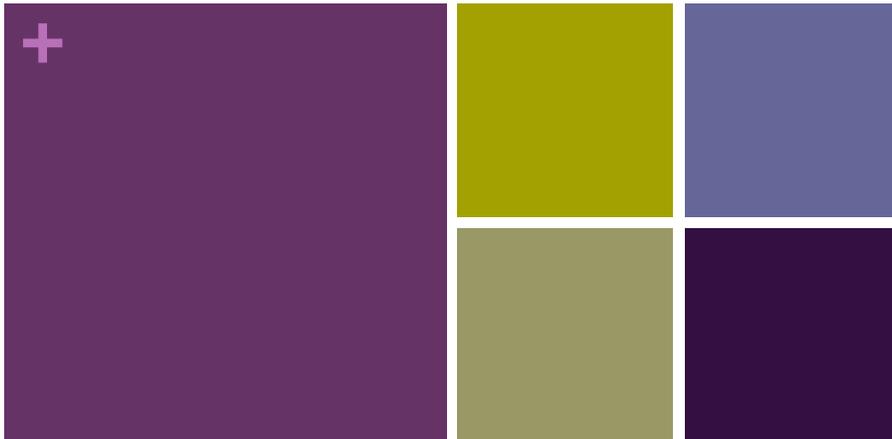
+ General Fund Monitoring & Reporting

■ Monitoring & Reporting Requirements

- Mid-Term (Page 32)
- Final Reports - Current Request Due July 15, 2013
- Agency Tours (Page 12)

■ Mid-Term Report

- Current Request – Due January 14, 2013
- Mid-Term Report Information – 6 Month Accomplishments
- Demographic data



What's In The Guidelines?
CDBG/HOME

+ CDBG National Objectives (page 3)

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 (page5)

Public Services

- Services to the Homeless
- Fair Housing Services
- Housing Supportive Services - TBRA
- Code Enforcement / Blight Elimination Program
- Other eligible Public Service activities

+ CDBG Public Facilities, Etc. (page6)

Public Facilities, Infrastructure & Public Housing Improvements Priority

- Acquisition
- New Construction
- Renovation
- Single Family Rehab
- Clearance / Demolition
- Emergency Home Repair
- City Infrastructure Improvements
- City Public Housing Improvements

+ HOME Funding Priorities (page 6)

HOME Program

- Housing Acquisition
- Housing Rehab (rental & owner-occupied)
- Housing Reconstruction
- Housing New Construction
- Homebuyer Assistance (Down Payment)
- Rental Assistance - TBRA

+ Proposal Submittal Requirements (page 9)

- CDBG & HOME proposals will not be completed in eC-impact
- Deliver/mail directly to the City by due date
- Proposals cannot be sent electronically
- Documents to Submit:
 - One original plus two unbound copies of the entire proposal
 - Do not staple or bind the proposals
 - Includes: 1) the proposal; 2) audit & management letter; 3) Board of Directors, Organizational Chart; 4) other documents as requested

+ Proposal Evaluation Criteria (page 10-11)

- Seeking result oriented services and projects
- Staff will conduct eligibility reviews
- Agencies will be notified if a proposal is not eligible
- Only eligible/feasible proposals will be reviewed by the HHSC
- HHSC will evaluate and score each proposal according to established criteria
- Agency presentations in February 2013
- HHSC will score proposals and develop funding recommendation for City Council and Mayor approval

+ Proposal Evaluation Criteria (page 11)

- **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 history, agency capacity & experience

+ Agency Proposal Presentations (page 12)

- Agency will present proposal to HHSC
- Presentations limited to 5 minutes
- Agencies will receive presentation schedule early 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 (page 12)

- Technical Assistance is available to help organizations 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 (page 12-15)

- Audit requirements
- Debarment
- Conflicts of Interest
- Tracking the project other resources
- Direct and Indirect Costs
- Documentation Standards
- Recordkeeping & Records Retention
- Written Agreements

+ Program Monitoring & Reporting (page 16)

- 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:
 - Technical assistance for applicants
 - Mandatory pre-contract orientation for funded agencies
 - Precontract documents prior to contract execution
 - Monthly desk review at time of monthly billing
 - Monthly pay request must contain progress report
 - Ongoing technical assistance and support

+ Performance Measurement Data (page 18)

- 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
- The City needs this info to prepare our annual CAPER
- Main elements of the Performance Measurements are:
 - Objectives
 - Outcomes
 - Indicators

+ Special CDBG Proposal Info (page 19-21)

Public Services

- budget – finger printing requirement
- Capturing volunteers hours
- CDBG funds are reimbursed monthly with documented receipts and invoices

Public Facilities

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

+ Special HOME Proposal Info (page 21-23)

HOME

- Eligible applicants are different than CDBG
- Must be incorporated for-profit or non-profit organizations and be able to undertake affordable housing activities within Chandler boundaries
- HOME Proposal Submittal:
 - Completed proposal
 - Construction plans (if applicable)
 - Map of project area
 - 501C3 letter
 - Audit & management letter

+ Special HOME Proposal Info (page 22)

HOME TBRA

- Nonprofit partner to provide direct rental assistance for homeless persons in Chandler
- HOME funds can assist with rent, deposits, and utilities.
- Program would partner with other agencies to provide case management and other services for clients.
- Comply with HOME Program requirements
 - Document income verification using Section 8 method
 - Participants sign a lease agreement for housing
 - Housing units must pass annual HQS inspection
 - Maximum and minimum rental payment amounts must be established
 - Proposal must demonstrate that TBRA Housing Services will be provided by another funding source

+ Housing Reconstruction

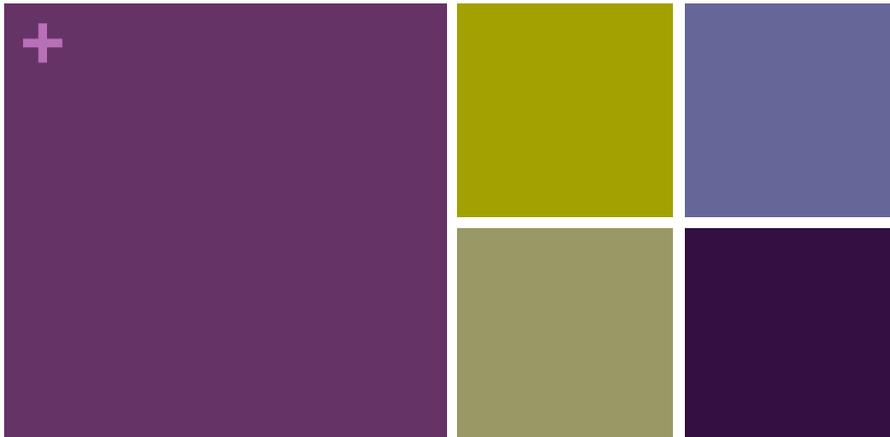
- HOME Funded Housing Reconstruction
 - Agency to provide up to \$50,000 in HOME funds per homeowner for reconstruction.
 - Clients are referred from City of Chandler Housing Rehabilitation program.
 - Partner would assist clients with securing additional resources to complete reconstruction.
 - Comply with HOME Program requirements
 - Re-verify income
 - Environmental review for demolition and construction
 - Create and implement reconstruction program standards
 - Other Requirements

+ Special HOME Proposal Info (page 23-26)

2012 HOME Appropriations Law Overview

The Appropriations Act of 2012 imposes new requirements on projects that receive 2012 HOME funds

- Four year completion requirement
- Funds cannot be committed until:
 - Project underwriting review
 - Developer capacity assessed
 - Market conditions examined
- Homebuyer units not sold within 6 months of rehab completion must be converted to rental units or repay funds to HUD



Thank You