

# FY22 RALEIGH HUMAN SERVICES AGENCY FUNDING



## GUIDELINES & INSTRUCTIONS

**Submission Deadline:  
Friday, January 22, 2021 by 5pm**



**Raleigh**

**FY22 RALEIGH HUMAN SERVICES AGENCY FUNDING  
GUIDELINES & INSTRUCTIONS**

**INTRODUCTION**

The City of Raleigh annually awards Human Services Agency Funding to local nonprofit agencies who provide direct services to the elderly, youth, differently abled, substance users, and those who are homeless. Proposed programs and projects must benefit low-income persons and households residing in Raleigh. Funds are awarded through a competitive review process.

**Target group definitions as defined by the City of Raleigh are:**

**Youth:** Any person 19 years old or younger.

**Elderly:** Any person 55 years old or older.

**Homeless:** Any person who does not have a permanent residence; to include a battered spouse who is facing loss of his/her residence due to threat of bodily harm and any person who is facing eviction (e.g., having received notice to vacate property).

**Individuals with a Disability:** Any person who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. This definition is consistent with the definitions found in federal law regarding a disabled person. The definition excludes active alcoholism or drug addiction and conditions that are temporary in nature.

**Substance Users:** Any person who uses alcohol and/or drugs to the point that it affects their ability to cope with themselves and creates problems for their family, neighbors, and community.

**PROGRAM TIMELINE**

November 30, 2020	Funding Advertised
December 3, 2020 2:00pm- 3:15pm	Virtual Informational Grant Workshop for Prospective Applicants <i>(attendance is optional)</i>
December 10, 2020 10:00am- 11:15am	<u>Location:</u> Zoom
<b>Friday, January 22, 2021, 5PM</b>	<b>Application Submission Deadline</b>
Mid to late February 2021	Grant Panel Interviews
March- April 2021	Funding Recommendations Presented During City Council Meeting
June 2021	Grant Award Letters and Contracts Mailed
<b>July 1, 2021- June 30, 2022</b>	Contract Period for Awarded Grants

## CONTACT INFORMATION

The Office of Equity and Inclusion administers the Raleigh Human Services Agency Funding and supports the Human Relations Commission. If you need technical assistance or have questions regarding grant applications, please contact:

**Name:** Marquita Mbonu, MPA

**Phone:** 919-996-5740

**Email:** [Marquita.Mbonu@raleighnc.gov](mailto:Marquita.Mbonu@raleighnc.gov)

## APPLICATION SUBMISSION REQUIREMENTS

Electronic versions of the application can be downloaded from the Human Services Agency Funding webpage using either <https://tinyurl.com/vyd8tlb5> or [www.raleighnc.gov](http://www.raleighnc.gov) (search "Human Services Grants").

If you need assistance retrieving the application or need special accommodations, contact the Office of Equity and Inclusion:

**Phone:** 919-996-5740

**Email:** [HumanRelations@raleighnc.gov](mailto:HumanRelations@raleighnc.gov)

## AGENCIES MUST SUBMIT

- **One** (1) printed application with original signature; and
- **One** (1) electronic version of the completed application (submitted via email)

***\*No edits are allowed once the application is submitted.\****

### **Printed Application:**

- **Handwritten applications will not be accepted.**
- Printed applications **must** be clipped together, enclosed in an envelope or package and clearly marked with the name of the submitting agency.
- Complete all sections of the application and number the pages sequentially, except for the attached documents.
- Submit all required supporting documentation (e.g. audit report, articles of incorporation, etc.) and a signed copy of the application checklist.

### **Delivery Method- No Hand Delivery**

#### **Delivered by Mail**

City of Raleigh

ATTN: Marquita Mbonu, Office of Equity and Inclusion

PO Box 590

Raleigh, NC 27602

### **Electronic Version of Application:**

- The electronic version of the application must be emailed as a viewable and printable Adobe PDF document to the Office of Equity and Inclusion at [HumanRelations@raleighnc.gov](mailto:HumanRelations@raleighnc.gov). Once received, an email confirmation will be sent to you.

Both hard copy and electronic versions of the application must be received by the Office of Equity and Inclusion on or before the due date and time.

**Applications received after the due date will not be accepted or considered.**

## **APPLICATION REVIEW PROCESS**

<b>I.</b>	<b>The Office of Equity and Inclusion receives completed applications.</b>
<b>II.</b>	Applications are reviewed by the grants committee. The committee review process includes a mandatory virtual applicant panel interview.
<b>III.</b>	The grants committee presents their funding recommendations to the Raleigh Human Relations Commission.
<b>IV.</b>	Once approved, recommendations are presented to City Council for inclusion in the annual budget process.
<b>V.</b>	City Council will make the final decision regarding Human Service Agency funding. All agencies will be notified of City Council's final decision.

## **AGENCY EVALUATIONS**

Evaluations will occur on an annual basis by Equity and Inclusion staff and Human Relations Commission members. Agency's program goals, metrics and outcomes will be reviewed.

## **GENERAL ELIGIBILITY REQUIREMENTS**

The following criteria are minimum qualifications for an application to be considered. All funding recommendations will be based on available funds.

- 1. Raleigh Headquarters:** The organization's headquarters must be located within the corporate limits of the City of Raleigh. Agency headquarter address is verified through NC Secretary of State records.
- 2. Not-for-Profit & 501c3 Status:** Human services grant funds may be awarded only to not-for-profit organizations with 501c3 status, that have federal and state tax-exempt status. To ensure tax-exempt status, the organization's IRS Form 990 from the most recently completed fiscal year will be reviewed.
- 3. Population Served:** Proposed programs and projects must benefit low-income persons and households residing in Raleigh. (Example of financial eligibility criteria- Federal Poverty Level <https://www.payingforseniorcare.com/federal-poverty-level>)
- 4. Agency Experience:** Qualified applicants must have at least one year of recent experience in the delivery of services to the specified target group(s) and demonstrate sensitivity to the special needs of their clientele.
- 5. One Year Program Service Delivery:** Only projects or programs that have been established and providing services for at least one year will be considered.
- 6. Request Amounts:** Request must not exceed 25% of the agency's total actual operating expenses for the last completed fiscal year. Additionally, requests must not exceed 50% of the total project budget.
- 7. Fiscal Responsibility:** Must have an adequate financial management system in place to maintain effective control and accountability over all funds, property, and other assets covered by this proposal. Must be able to produce sufficient backup documentation for costs of the project and files for review and audit.
- 8. Agency Audits:** If the application request is more than \$25,000, the organization's most recent audited financial statements and audit letter must be submitted. Must not have any outstanding audit deficiencies, findings, or disallowed costs from previous projects or activities.

9. **Raleigh Grant Programs:** Organizations may apply for funding in up to two City grant programs per year. More information on other Raleigh grant opportunities: <https://raleighnc.gov/services/grants-and-funding/grant-opportunities>

## INELIGIBLE EXPENSES

- **Administrative/ Operational Expenses-** These costs include administrative staff, rent/ mortgage, utilities, insurance, furnishings/ equipment, depreciation, audit, communications (telephone, internet, IT support), that are not directly related to program/ project delivery.
- **Individuals-** Individuals are not eligible to apply directly for funding.
- **Housing Construction-** Costs associated with the building and selling of residential dwellings.
- **Organizations Receiving Arts Program Support -** Organizations receiving multi-year funding from Raleigh’s Arts Commission Grant Program are ineligible for funding.

## CONTRACTUAL REQUIREMENTS

When funding is approved, a contract is sent to the agency specifying the terms and conditions of funding, procedures for payment of funds, reporting, monitoring and evaluation requirements and a detailed schedule of services. The applicant must sign and return the contract signifying agreement to the terms and conditions.

No major changes can then occur, either in activities, financing or use of funds, without requesting and receiving approval in writing from the City of Raleigh.

### Contractual Requirements for All Grants:

- Assurance of compliance with:
  - The City’s nondiscrimination policy
  - NC Iran Divesment Act
  - Federal E-Verify program
- Demonstration that the grant recipient:
  - Meets City insurance coverage requirements
  - Has an organizational conflict of interest policy
  - Adheres to Generally Accepted Accounting Principles (GAAP)
- Provision of audited financial statements to the City for grants of \$25,000 or more
- Grant payments are made once verification of expenses is received

## REPORTING REQUIREMENTS & PAYMENTS

**This is a reimbursement grant therefore, payments are made after services have been rendered.**

Payments are made on a quarterly basis **after** quarterly reports and invoices are received.

Quarterly reports are used to track the agency’s progress. Quarterly reports are due to the Office of Equity and Inclusion fifteen (15) days after the end of each quarter.

Reporting Quarters	Due Dates
Quarter 1	October 15 <sup>th</sup>
Quarter 2	January 15 <sup>th</sup>
Quarter 3	April 15 <sup>th</sup>
Quarter 4	July 15 <sup>th</sup>