🏛 CITY OF RALEIGH

COMMUNITY ENHANCEMENT GRANT (CEG)

📋 Application Preparedness Tool

Prepare Early • Understand the Opportunity • Submit a Complete Application

---

📌 ABOUT THIS TOOL

This Application Preparedness Tool is designed to help organizations prepare for the **City of Raleigh Community Enhancement Grant (CEG)** application process.

It provides practical questions, checklists, examples, and preparation tips to help organizations determine whether they are ready to pursue the opportunity.

Use this tool to:

- 🔎 Review basic program and organizational readiness
- 📋 Identify documents you may need
- 💰 Prepare a comprehensive project budget
- 🏘 Think through CDBG eligibility and community need
- 🤝 Identify important partnerships and coordination
- 🏠 Consider whether Coordinated Entry applies to your activity
- 📊 Develop measurable outcomes
- ⚠️ Identify potential issues before submitting an application

❗ Important

This tool is intended as a **preparation resource**.

It is **not the CEG application, the official RFP, or a determination of eligibility**. It does not guarantee funding.

Requirements, application questions, funding parameters, documentation requirements, and procedures may change.

Always review the current CEG RFP and any official City updates or addenda before submitting an application.

🧭 1. START HERE: IS CEG A GOOD FIT FOR YOUR ORGANIZATION?

Before investing significant time in an application, make sure you understand what the CEG program is designed to support.

CEG provides **Community Development Block Grant (CDBG) funding for eligible public service activities**.

Your proposed activity should be evaluated against the current RFP and applicable HUD/CDBG requirements.

💭 Ask yourself:

☐ What specific community need are we addressing?

☐ Who will benefit from the proposed activity?

☐ Is the proposed activity an eligible public service?

☐ Can we demonstrate an applicable CDBG National Objective?

☐ Can we explain why this activity is needed?

☐ Does the activity align with applicable City priorities?

☐ Can we realistically deliver the proposed services?

☐ Can we document and measure results?

☐ Can our organization administer federal grant funds and comply with monitoring requirements?

💡 Helpful Tip

Do not start with the amount of money you want. Start with the problem you are trying to solve.

The funding request should follow the program design—not the other way around.

📢 2. STAY INFORMED ABOUT THE APPLICATION PROCESS

The City will provide information about the CEG opportunity through its official communication channels.

🔔 Applicants should monitor for:

☐ Current RFP

☐ Application instructions

☐ Required forms and attachments

☐ Information-session announcements

☐ Application access instructions

☐ Clarifications

☐ Addenda or revisions

☐ Submission instructions

🎓 REQUIRED INFORMATION SESSION

The CEG application process includes a **required virtual information-session component** as established by the current RFP.

☐ We understand whether attendance is required.

☐ We understand that attendance may be required **before accessing or submitting an application**.

☐ We understand that we should attend an applicable session before proceeding with the application.

☐ We will monitor City communications for session information.

💡 Helpful Tip

If attendance is required, **do not treat the information session as optional**.

The session may provide important information about the application process, requirements, documentation, and submission procedures.

🏢 3. BOARD OF DIRECTORS / GOVERNANCE

Good governance is an important part of organizational readiness.

Before applying, make sure your organization can clearly demonstrate how its governing body provides oversight.

👥 Board Readiness Checklist

☐ More than one board member.

☐ Current board list is available.

☐ Board list includes, as applicable:

- Name
- Email
- Phone
- Board role
- Term dates

☐ Officers are identified, including applicable positions such as:

- President/Chair
- Secretary
- Treasurer

☐ Board oversight of the Executive Director (ED) is clearly established.

☐ Recent board meeting minutes are available if requested.

☐ Board responsibilities are documented.

☐ Financial and program oversight responsibilities are understood.

⚠️ Executive Director / Board Conflict of Interest

If the Executive Director is a **salaried employee**, organizations should carefully consider whether the ED also serves as a voting member of the governing board.

A salaried ED who participates as a voting board member may create a potential **conflict-of-interest or governance concern**, depending on the organization's structure, bylaws, and applicable requirements.

💡 Helpful Tip

Your application should make it easy to understand:

Who governs the organization, who manages the organization, and who provides oversight?

If those responsibilities are unclear, address the issue before applying.

📝 4. ORGANIZATIONAL DOCUMENTS

Begin gathering organizational documents before the application period.

🗂️ Potential Documents

☐ Articles of Incorporation

☐ Bylaws

☐ IRS determination letter/501(c)(3) documentation, if applicable

☐ Current board roster

☐ Organizational chart

☐ Conflict-of-interest policy

☐ Financial policies and procedures

☐ Personnel policies, if applicable

☐ Program policies and procedures

☐ Current organizational budget

☐ Other documents identified in the current RFP

🔎 Document Check

Make sure:

☐ Documents are current.

☐ Names and organizational information are consistent.

☐ Board information is current.

☐ Policies are actually being followed.

☐ Required signatures or approvals are available.

🤝 5. COLLABORATION & COMMUNITY PARTNERSHIPS

Consider who needs to be involved for your proposed activity to work successfully.

Possible documentation may include:

☐ Letters of support

☐ MOUs

☐ MOAs

☐ Contracts

☐ Referral agreements

☐ Partnership agreements

☐ Other documentation demonstrating coordination

💡 Think Beyond "Letters of Support"

A letter of support is useful when it demonstrates a meaningful relationship.

For example:

"Organization A supports Organization B."

is less informative than:

"Organization A will refer eligible participants to Organization B and coordinate follow-up services."

🔎 Ask:

☐ Who refers participants?

☐ Who provides services?

☐ Who provides follow-up?

☐ Who shares responsibility for outcomes?

☐ Are there service gaps that another organization helps address?

☐ Are formal agreements needed?

🏠 6. COORDINATED ENTRY & HOMELESSNESS SERVICES

If your proposed activity serves individuals or households experiencing homelessness or housing instability, carefully consider whether **Wake County Continuum of Care (CoC) Coordinated Entry** applies.

🔗 Ask:

☐ Does our proposed population participate in or access Coordinated Entry?

☐ Does Coordinated Entry apply to our proposed activity?

☐ If applicable, can we explain how our organization coordinates with Coordinated Entry?

☐ Do we have appropriate referral or coordination procedures?

☐ Can we explain how participants move between our services and other homelessness-response resources?

☐ If Coordinated Entry does not apply, can we clearly explain why?

💡 Important

Do not automatically claim Coordinated Entry participation if your program does not actually use or coordinate with the system.

Instead, clearly describe the relationship—or explain why Coordinated Entry does not apply.

💰 7. BUDGET & FINANCIAL READINESS

A strong CEG budget should provide a complete financial picture of the proposed activity.

📊 What is a Comprehensive Project Budget?

A **comprehensive project budget** shows the costs associated with the proposed project—not simply the expenses you want CEG to pay.

It should help the reviewer understand:

- 💵 What the project costs
- 🏛 What CEG would fund
- 🤝 What other resources will fund
- 🧾 What expenses are allowable
- 📈 How costs were calculated
- 🎯 Why each expense is necessary

⚠️ Remember

The project budget should reflect the **entire project**, including applicable costs that may not be reimbursable through CEG.

🧮 8. AARN: CHECK EVERY EXPENSE

When preparing the budget, evaluate costs using the principles of:

A — Allowable

Is the expense permitted under applicable CDBG/CEG requirements?

A — Allocable

Can the expense reasonably be assigned to the proposed project?

R — Reasonable

Is the amount consistent with what a reasonable organization would pay for the item or service?

N — Necessary

Is the expense actually needed to carry out the proposed activity?

💡 Before including an expense, ask:

Is it allowable, allocable, reasonable, and necessary?

If the answer is unclear, review the current RFP and applicable requirements before including the expense.

🧾 9. LINE-ITEM BUDGET JUSTIFICATIONS

Avoid vague budget descriptions.

❌ Weak

Supplies — $10,000

✅ **Stronger**

Participant workshop materials — 10 workshops × approximately 20 participants × estimated cost per participant.

The second example gives the reviewer a basis for understanding the calculation.

Every major line item should answer:

What is it?

How much does it cost?

How was the amount calculated?

Why is it necessary?

Who is paying for it?

👥 10. STAFF COSTS

Staff costs should clearly identify the employee's role and the portion of time associated with the project.

Include:

☐ Position/title

☐ Project responsibilities

☐ Percentage of time or hours allocated

☐ Salary/wage basis

☐ Duration

☐ Calculation

Example:

Program Coordinator — 50% allocation to project based on annual salary and expected project responsibilities.

💡 Helpful Tip

If personnel costs represent a substantial portion of the project budget, provide enough detail to demonstrate **why the staffing level is necessary**.

The budget should make sense alongside the program narrative.

🛠️ 11. PROGRAM COSTS

Program costs may include allowable direct costs associated with delivering the proposed activity.

Examples may include:

- 📚 Program supplies
- 📣 Outreach materials
- 🚐 Transportation assistance, when allowable
- 👥 Direct participant services
- 🧑‍🏫 Facilitators
- 📊 Evaluators
- 📝 Contracted program services
- Other allowable direct project expenses

⚠️ Do not assume that an item is allowable simply because it supports the program.

Always check the current RFP and applicable CDBG requirements.

🏢 12. ADMINISTRATIVE & INDIRECT COSTS

Organizations should provide a complete picture of project costs, including applicable administrative or indirect expenses.

Where an expense is not reimbursable through CEG, it should be identified appropriately rather than omitted from the overall project budget.

Examples may include:

- 🏢 Rent
- 💡 Utilities
- 🛡 Insurance
- 📚 Accounting
- 🖥 Other organizational overhead

💡 Helpful Tip

Clearly distinguish between:

Total project cost

and

Amount requested from CEG

This prevents the budget from appearing smaller than the actual cost of operating the proposed activity.

📊 13. BUDGET CONSISTENCY

Your budget should tell the **same story as your application narrative**.

Example:

If your narrative says the program is primarily volunteer-driven but the budget shows most expenses going toward personnel, the application should explain why.

If your narrative says you will provide:

🌎 Language access
🚐 Transportation assistance
📊 Data evaluation
📣 Community outreach

the budget should show how those activities will be supported, when applicable.

🔎 Consistency Check

☐ Every major program activity has an associated cost or identified resource.

☐ Staffing levels make sense.

☐ Participant numbers make sense.

☐ Costs match the proposed scope.

☐ Funding sources are identified.

☐ The CEG request is clearly identified.

💵 14. FUNDING SOURCES

Show where the rest of the project's resources will come from.

Possible sources include:

☐ Other grants

☐ Government funding

☐ Foundation funding

☐ Donations

☐ Corporate contributions

☐ Program income, if applicable

☐ Organizational reserves

☐ In-kind contributions

☐ Volunteer resources

🟢 Confirmed

Funding already awarded or committed.

🟡 Pending

Funding for which an application has been submitted but a decision has not been made.

🔵 Proposed/Potential

Funding the organization plans to pursue.

💡 Helpful Tip

Be transparent about what is actually committed.

Do not describe pending or potential funding as guaranteed.

📋 15. SAMPLE COMPREHENSIVE BUDGET

The following is a simplified example of how a project budget might be presented.

Category	Item	Cost	Funding Source
👥 Staff	Program Coordinator	$25,000	CEG / Other
👥 Staff	Data Specialist	$12,500	Foundation
🛠 Program	Workshop Materials	$3,000	CEG
🚐 Program	Transportation Assistance	$2,000	Donations
🏢 Administrative	Project-related rent allocation	$4,000	Non-CEG
🛡 Administrative	Insurance allocation	$1,500	Non-CEG
	TOTAL PROJECT COST	**$48,000**	

💡 The point of the example

The budget shows the **full project cost**, not simply the amount being requested from CEG.

📚 16. FINANCIAL STATEMENTS & AUDITS

Be prepared to provide the financial documentation required by the current RFP.

Potential documentation may include:

☐ Most recent financial statement

☐ Audited financial statements, if available or required

☐ CPA review or compilation, if applicable

☐ IRS Form 990/990-EZ, as applicable

☐ Current organizational budget

☐ Other financial documentation identified in the RFP

🔎 What Are Audited Financial Statements?

Audited financial statements are financial statements that have undergone an independent audit by a qualified CPA or accounting firm.

Depending on the organization and reporting requirements, financial statements may include:

1. 📄 Auditor's report
2. 💰 Statement of financial position
3. 📈 Statement of activities
4. 💵 Statement of cash flows
5. 📝 Notes to financial statements
6. 🇺🇸 Schedule of expenditures of federal awards, when applicable

⚠️ Federal Audit Reminder

Organizations receiving sufficient federal funding may be subject to federal audit requirements under applicable federal law and Uniform Guidance.

Do not assume that the CEG request amount alone determines whether an audit is required.

Review the current RFP and the requirements applicable to your organization.

💡 If you do not have audited financial statements

Do not create an audit simply because another applicant has one.

Instead, provide the financial documentation specifically requested by the current RFP and be prepared to explain your organization's financial controls and reporting practices when applicable.

🧾 17. FINANCIAL CONTACT

Be prepared to identify the person responsible for your organization's financial management.

☐ Financial officer identified

☐ Accountant/bookkeeper identified

☐ Contact information available

☐ Financial responsibilities are clearly assigned

☐ Financial records can be accessed promptly

🏘️ 18. LOW- & MODERATE-INCOME (LMI) ELIGIBILITY

Because CEG uses CDBG funding, the proposed activity must satisfy an applicable HUD National Objective.

One common pathway involves benefiting low- and moderate-income persons.

Potential National Objective pathways include:

👥 Limited Clientele

The activity benefits an eligible limited clientele population consistent with HUD requirements.

🧍 Presumed LMI

Certain populations may qualify as presumed low- and moderate-income under HUD regulations.

📍 Area Benefit

The activity benefits residents of a qualifying geographic area.

⚠️ Important

The appropriate National Objective depends on the specific activity and population.

Do not select a National Objective simply because it appears to fit.

Be prepared to document **why your activity qualifies**.

🔎 19. LMI ELIGIBILITY CHECK

☐ We have identified the applicable National Objective.

☐ We understand who qualifies.

☐ We understand how eligibility will be documented.

☐ We understand what participant records will need to be maintained.

☐ We can explain our eligibility determination process.

☐ Our proposed activity is consistent with the applicable CDBG requirements.

🏙️ 20. CITY GOALS & CONSOLIDATED PLAN ALIGNMENT

A proposed CEG activity should demonstrate a connection to applicable community priorities.

Potential areas of alignment may include:

🏠 Affordable housing

🏘️ Housing stability

🏠 ➡️ 🏡 Homelessness-to-housing continuum

💼 Economic stability

🎓 Education and employment

🤝 Supportive services

🌱 Self-sufficiency and sustainability

💡 Don't just name a goal.

Explain:

What is the need?

Who is affected?

What does your organization propose to do?

How does that activity address the identified need?

📖 21. WHAT IS A CONSOLIDATED PLAN?

A HUD Consolidated Plan is a jurisdiction's strategic planning document for addressing community development, housing, and related needs through HUD resources.

It generally addresses:

🔎 Community Needs

- Housing affordability
- Homelessness
- Community development
- Economic opportunity
- Fair housing
- Neighborhood needs
- Special populations

💰 Funding Priorities

The plan helps establish priorities for federal resources such as:

- CDBG
- HOME
- ESG
- HOPWA

🎯 Strategic Direction

The plan identifies longer-term goals and strategies and is supported by annual planning and funding activities.

💡 Why this matters

When preparing a CEG application, applicants should understand how their proposed activity connects to relevant City priorities and identified community needs.

📝 22. PROGRAM POLICY & PROCEDURE MANUAL

Organizations should have written procedures appropriate to their proposed activity.

Consider whether your manual addresses:

👥 Target Population

Who is eligible for services?

📣 Recruitment & Outreach

How will participants learn about the program?

✅ Eligibility

How will eligibility be determined?

📝 Intake

How will participants enter the program?

🛠 Program Structure

What services will be provided?

💰 Financial Management

How will project funds be managed?

🤝 Partner Roles

Who is responsible for what?

🔗 Leveraged Resources

What other resources support the activity?

📋 Compliance

How will applicable requirements be followed?

📊 Data

What information will be collected?

📈 Evaluation

How will success be measured?

📅 23. PROJECT IMPLEMENTATION

Before applying, make sure you have a realistic plan for delivering the activity.

🧭 Be prepared to explain:

☐ What will happen

☐ Who will perform the work

☐ When activities will occur during the contract period

☐ Where services will be delivered

☐ How participants will access services

☐ How partners will participate

☐ What resources are needed

☐ How progress will be monitored

☐ How problems will be addressed

💡 The "Monday Morning" Test

Imagine receiving an award and being told:

"Your project starts now. What happens first?"

Can your organization answer that question?

If not, additional planning may be needed.

🎯 24. GOALS, OBJECTIVES & OUTCOMES

Make sure your goals and objectives are measurable.

🛠 ACTIVITY

What will you do?

Example:
Provide employment-readiness workshops.

🎯 OBJECTIVE

How much will you accomplish?

Example:
Provide a defined number of workshops to eligible participants.

📈 OUTCOME

What change is expected?

Example:
Participants demonstrate improved employment-readiness skills.

📊 EVALUATION

How will you know whether the outcome occurred?

Possible methods:

☐ Participant assessments

☐ Surveys

☐ Attendance records

☐ Service records

☐ Employment documentation

☐ Follow-up contacts

☐ Other measurable indicators

📊 25. DATA COLLECTION & RECORDKEEPING

If funded, your organization will need to maintain appropriate records supporting the use of grant funds and program performance.

Ask:

☐ What participant information will we collect?

☐ Who will collect it?

☐ Where will it be stored?

☐ Who reviews it?

☐ How will we protect confidential information?

☐ How will we track outcomes?

☐ Can we produce documentation during monitoring?

💡 Helpful Tip

If you cannot document it, you may have difficulty demonstrating it.

Build your data and recordkeeping process into the program design from the beginning.

🌎 26. LANGUAGE ACCESS & ACCESSIBILITY

Consider barriers that may prevent eligible residents from accessing your services.

☐ Language needs

☐ Disability/accessibility needs

☐ Transportation

☐ Outreach barriers

☐ Technology/digital access

☐ Location

☐ Hours of operation

☐ Other participant barriers

💡 **Ask:**

Could someone qualify for our program but still have difficulty accessing it?

If yes, explain how the program will address the barrier.

🔐 27. INTERNAL CONTROLS

Organizations receiving grant funds should maintain appropriate financial and operational controls.

Consider whether your organization has:

☐ Separation of financial duties

☐ Appropriate approval procedures

☐ Two-signature procedures where appropriate

☐ Expense documentation

☐ Bank reconciliation

☐ Written financial policies

☐ Procurement procedures

☐ Conflict-of-interest controls

☐ Payroll controls

☐ Record retention procedures

☐ Appropriate staff background checks, when required for the activity

💡 Basic principle

No one individual should have inappropriate control over an entire financial transaction from beginning to end.

⚠️ 28. PRIOR GRANT & COMPLIANCE HISTORY

Be prepared to accurately answer questions regarding previous grant administration.

Consider whether your organization has experienced:

☐ Monitoring findings

☐ Questioned costs

☐ Returned funds

☐ Repayment requirements

☐ Audit findings

☐ Reporting deficiencies

☐ Material weaknesses

☐ Significant deficiencies

☐ Unresolved compliance issues

☐ Other financial or administrative concerns

💡 **Don't hide problems.**

If an issue exists, be prepared to explain:

What happened?

How serious was it?

Has it been resolved?

What corrective action was taken?

What controls were put in place?

What is the current status?

An issue should not simply be ignored because it occurred in the past.

📋 29. APPLICATION PREPARATION CHECKLIST

🏢 ORGANIZATION

☐ Board roster

☐ Governance information

☐ Articles of Incorporation

☐ Bylaws

☐ IRS documentation, if applicable

☐ Organizational chart

☐ Conflict-of-interest policy

☐ Organizational policies

☐ Current organizational budget

💰 FINANCIAL

☐ Project budget

☐ Budget justification

☐ Funding sources

☐ Most recent financial statement

☐ Audit, if applicable/required

☐ Form 990/990-EZ, if applicable

☐ Financial contact information

👥 PROGRAM

☐ Program description

☐ Community need

☐ Target population

☐ Eligibility criteria

☐ Income verification process, if applicable

☐ Service delivery plan

☐ Staffing plan

☐ Goals

☐ Objectives

☐ Outcomes

☐ Evaluation plan

☐ Data collection plan

🤝 PARTNERSHIPS

☐ Letters of support, if applicable

☐ MOUs/MOAs, if applicable

☐ Contracts, if applicable

☐ Referral agreements, if applicable

☐ Coordinated Entry coordination, if applicable

🏛 CDBG/CEG

☐ CDBG eligibility reviewed

☐ National Objective identified

☐ LMI documentation approach identified

☐ City/community priority alignment identified

☐ Applicable CEG funding limitations reviewed

☐ SAM.gov information/verification, when required

☐ Required application documents identified

📝 30. APPLICATION NARRATIVE "CHEAT SHEET"

Before beginning the application, see if your organization can answer these questions in a few clear paragraphs.

1️⃣ WHO ARE YOU?

What does your organization do?

2️⃣ WHAT IS THE NEED?

What specific problem are you addressing?

3️⃣ WHO WILL YOU SERVE?

Who is the target population?

4️⃣ WHY IS THE NEED IMPORTANT?

What data or information demonstrates the need?

5️⃣ WHAT WILL YOU DO?

Describe the proposed activity.

6️⃣ HOW WILL YOU DO IT?

Describe staffing, partnerships, location, referrals, and service delivery.

7️⃣ HOW WILL PEOPLE ACCESS THE SERVICE?

Explain outreach, referrals, language access, accessibility, transportation, and other relevant barriers.

8️⃣ HOW DOES IT MEET CDBG REQUIREMENTS?

Identify the applicable eligibility pathway and National Objective.

9️⃣ HOW WILL YOU KNOW IT WORKED?

Describe measurable outcomes and evaluation methods.

🔟 HOW MUCH WILL IT COST?

Explain the complete project budget and the CEG request.

📊 31. UNDERSTAND THE COMPETITIVE REVIEW

The current CEG competitive evaluation framework includes:

📊 Evaluation Area	Points
🏢 Organization	15
🏘️ Community Need & Strategic Alignment	30
🛠️ Program Design & Access	25
📈 Outcomes & Data	20
💰 Budget & Stewardship	10
TOTAL	**100**

💡 Helpful Tip

Do not focus exclusively on your program idea.

Your application should tell one consistent story:

Community Need → **Proposed Service** → **Target Population** → **Program Design** → **Outcomes** → **Budget**

⚠️ Eligibility vs. Competitive Review

These are not the same thing.

Threshold/eligibility requirements determine whether an application can proceed for review.

Competitive criteria are used to evaluate eligible applications.

Meeting basic eligibility does **not** guarantee an award.

🚦 32. "SHOULD WE APPLY?" READINESS CHECK

Before committing significant staff time to an application, review the following.

🟢 READY

☐ We understand the CEG opportunity.

☐ Our proposed activity appears consistent with the current RFP.

☐ We understand the applicable CDBG requirements.

☐ We can identify an applicable National Objective.

☐ We can demonstrate community need.

☐ We clearly understand our target population.

☐ We have a realistic program design.

☐ We can measure results.

☐ We have a comprehensive budget.

☐ We understand the applicable funding limitations.

☐ We have the organizational documents needed.

☐ We have the financial information needed.

☐ We understand the information-session requirement.

☐ We have considered Coordinated Entry, if applicable.

☐ We have identified necessary partners.

☐ We have sufficient organizational capacity to administer the grant.

🟡 NEEDS ATTENTION

If several items are incomplete, use the preparation period to address those gaps.

Examples:

- 🟡 Budget needs more detail
- 🟡 Board information needs updating
- 🟡 Financial documents need to be gathered
- 🟡 Program outcomes are unclear
- 🟡 Partnership responsibilities need to be defined
- 🟡 Eligibility procedures need to be documented
- 🟡 Data collection needs to be developed

🔴 STOP & REVIEW

Pause and carefully review the current RFP if:

🔴 The proposed activity does not appear to fit the CEG purpose.

🔴 You cannot identify an applicable CDBG eligibility pathway.

🔴 You cannot explain how the activity benefits an eligible population or area.

🔴 The project budget is not realistic.

🔴 Required organizational or financial documentation is unavailable.

🔴 Your organization does not currently have the capacity to administer the proposed activity.

This does **not** necessarily mean "do not apply." It means:

Review the issue before investing significant time in the application.

⭐ 33. PRACTICAL TIPS FOR APPLICANTS

⭐ TIP 1 — READ THE CURRENT RFP

Do not rely on an old application, previous year's instructions, or information from another organization.

⭐ TIP 2 — ATTEND THE REQUIRED INFORMATION SESSION

If required, complete this step before moving forward with the application.

⭐ TIP 3 — PREPARE DOCUMENTS EARLY

Financial statements, board documents, policies, and other organizational records can take time to gather.

⭐ TIP 4 — BE SPECIFIC

Use numbers, facts, examples, and measurable outcomes.

⭐ TIP 5 — MAKE THE BUDGET MATCH THE NARRATIVE

If the narrative says you will do something, make sure the budget shows how it will happen.

⭐ TIP 6 — DON'T OVERPROMISE

Propose what your organization can realistically accomplish.

⭐ TIP 7 — EXPLAIN PARTNERSHIPS

Clearly identify what each important partner will actually do.

⭐ TIP 8 — THINK ABOUT COMPLIANCE BEFORE APPLYING

Ask whether you can maintain the records needed for reporting, reimbursement, and monitoring.

⭐ TIP 9 — DON'T WAIT UNTIL THE LAST MINUTE

Build in time for internal review, signatures, document collection, and application troubleshooting.

⭐ TIP 10 — CHECK FOR UPDATES

The current RFP and official City communications control if requirements change.

🧠 34. THE "REALITY CHECK" BEFORE YOU APPLY

Ask your organization these five questions:

1️⃣ FIT

Does our proposed activity actually fit the CEG opportunity?

2️⃣ ELIGIBILITY

Can we clearly demonstrate that the activity meets applicable CDBG requirements?

3️⃣ CAPACITY

Can we successfully administer the grant?

4️⃣ DOCUMENTATION

Can we prove what we say we will do?

5️⃣ FINANCIAL READINESS

Can we manage the project financially and support the full project budget?

If these questions lead to more questions, **that's useful information**.

The purpose of preparing early is to identify those questions **before submitting an application**.

📢 35. FINAL REMINDER

🏛️ CEG IS A COMPETITIVE FUNDING OPPORTUNITY.

Funding is limited, and submitting an application does not guarantee an award.

Organizations should carefully review the opportunity and determine whether their proposed activity:

✔️ **Fits the program**

✔ **Meets applicable CDBG requirements**

✔ **Addresses an identified community need**

✔ **Has a realistic implementation plan**

✔ **Has measurable outcomes**

✔ **Has a complete and supportable budget**

✔ **Can be administered and documented appropriately**

📌 KEEP WATCHING FOR OFFICIAL INFORMATION

Prospective applicants should monitor the **City of Raleigh's official communications** for:

📢 Current CEG announcements
📄 RFP and application materials
🎓 Required information-session information
📝 Application instructions
📎 Required attachments
🔔 Clarifications and addenda
💻 Application submission information

📧 Questions

City of Raleigh – Compliance and Planning Unit
ComplianceandPlanningUnit@raleighnc.gov

🏛 CITY OF RALEIGH

Community Enhancement Grant (CEG)

Prepare early. Ask questions. Read the current RFP. Build a realistic project.

⚠ DISCLAIMER

This tool is provided as a general preparation resource for prospective CEG applicants. It is **not the official CEG application, RFP, contract, or determination of eligibility**, and use of this tool does not guarantee funding.

Applicants are responsible for reviewing the **current City of Raleigh CEG RFP, application instructions, applicable HUD/CDBG requirements, and official City updates or addenda**.

Requirements, procedures, funding availability, application questions, and documentation requirements may be revised.

Old from here on

🏛 City of Raleigh

Community Enhancement Grant (CEG)

Application Preparedness Tool

Questions: ComplianceandPlanningUnit@raleighnc.gov

*****The timeline is subject to change**

📌 Purpose of This Tool

This tool is designed to help organizations determine whether they are **prepared to apply** for the City of Raleigh Community Enhancement Grant (CEG).

It is intended to help prospective applicants:

- ✅ Understand the general requirements of the CEG opportunity
- 📋 Organize information and supporting documents in advance
- 🔎 Identify areas that may need attention before applying
- 💡 Determine whether their proposed activity appears aligned with the CEG program
- 🤝 Consider partnerships and coordination that may strengthen the proposed activity
- 💰 Prepare realistic project and organizational budgets
- 📊 Think through how results will be measured and documented

Important: This is a preparation tool—not the CEG application and not a substitute for the official Request for Proposals (RFP), application instructions, or any subsequent City guidance.

Requirements, application questions, documentation, funding availability, and procedures may change. Applicants should always review the **current RFP and all applicable City instructions** when the application opportunity opens.

🧭 1. FIRST: UNDERSTAND THE CEG OPPORTUNITY

Before spending significant time preparing an application, make sure your organization understands what the CEG program is designed to fund.

CEG funding supports eligible public service activities using Community Development Block Grant (CDBG) funds.

Your proposed activity should generally:

☐ Provide a qualifying **public service**

☐ Address an identified community need

☐ Serve an eligible population and/or otherwise satisfy an applicable CDBG National Objective

☐ Demonstrate a clear connection to community priorities

☐ Have measurable results

☐ Have a realistic implementation plan

☐ Have a reasonable and supportable budget

☐ Be capable of complying with applicable federal, City, and grant requirements

💡 Ask yourself:

Can we clearly explain what problem we are addressing, who we will serve, what we will do, and what measurable difference the activity is expected to make?

If the answer is unclear, additional program planning may be needed before applying.

📆 2. UNDERSTAND THE APPLICATION PROCESS

The CEG process generally moves through several stages.

📢 PRE-APPLICATION

The City announces the funding opportunity and provides information about:

- The current RFP
- Eligibility requirements
- Application instructions
- Funding parameters
- Required documentation
- Information-session opportunities
- Application submission procedures

🎓 REQUIRED INFORMATION SESSION

Organizations interested in applying should carefully review the current RFP for information about required virtual information-session attendance.

☐ We understand whether attendance at an information session is required.

☐ We understand that required attendance may be a **pre-application requirement**.

☐ We understand that attendance requirements must be satisfied before proceeding to the application process, when required by the RFP.

☐ We will monitor the City's website and official communications for information-session announcements and instructions.

📝 APPLICATION PREPARATION

Applicants should allow sufficient time to:

- Review the RFP
- Gather organizational documents
- Develop the project narrative
- Prepare the project budget
- Confirm eligibility
- Obtain required signatures/approvals
- Upload supporting documents
- Review the application for completeness

📤 APPLICATION SUBMISSION

☐ Application is complete.

☐ Required attachments are included.

☐ Required signatures/authorizations are complete.

☐ Information is consistent throughout the application and attachments.

☐ Application has been submitted according to the current instructions.

📬 AFTER SUBMISSION

The City may conduct application review, clarification, eligibility review, scoring, award processing, contracting, and other required administrative steps.

Do not assume that submitting an application guarantees funding.

🏢 3. ORGANIZATIONAL READINESS

Before applying, make sure your organization has the basic structure and capacity necessary to manage a grant-funded activity.

👥 Governance

Be prepared to provide organizational governance information requested in the current RFP.

☐ Current governing board roster is available.

☐ Board roles and leadership positions are identified.

☐ Organizational leadership responsibilities are clear.

☐ Board oversight responsibilities are documented.

☐ Recent board activity/minutes can be provided if requested.

☐ The organization can demonstrate appropriate oversight of grant-funded activities.

📝 Organizational Documents

Gather current versions of applicable documents, such as:

☐ Articles of Incorporation

☐ Bylaws

☐ IRS determination/501(c)(3) documentation, if applicable

☐ Current organizational budget

☐ Organizational chart

☐ Board roster

☐ Conflict-of-interest policy

☐ Financial policies/procedures

☐ Personnel or organizational policies, as applicable

☐ Other documents specifically requested by the current RFP

⚠️ READINESS CHECK

Ask:

If the City requested documentation supporting our organization's legal status, governance, financial controls, and ability to administer grant funds, could we provide it promptly?

If not, begin gathering or updating those documents before applying.

🤝 4. COMMUNITY PARTNERSHIPS & COORDINATION

Strong community programs often involve collaboration with other organizations, agencies, systems, or service providers.

Think carefully about who needs to be involved in delivering your proposed activity.

Possible documentation may include:

☐ Letters of support

☐ Memoranda of Understanding (MOUs)

☐ Memoranda of Agreement (MOAs)

☐ Contracts

☐ Referral agreements

☐ Partnership agreements

☐ Other documentation demonstrating coordination

💡 Important

Do not create partnerships simply to make an application appear stronger.

Instead, ask:

Who actually needs to be involved for this program to work effectively?

If a partner is essential to referrals, service delivery, access, data sharing, or another critical part of the project, clearly explain that relationship.

🏠 5. COORDINATED ENTRY & HOMELESSNESS SERVICES

If your proposed activity serves people experiencing homelessness, housing instability, or another population connected to the homelessness response system, carefully review the current RFP's Coordinated Entry requirements.

🔗 Ask:

☐ Does our proposed activity serve people who may access Coordinated Entry?

☐ Does Coordinated Entry apply to the population or services we propose?

☐ If applicable, have we explained how our organization will coordinate with the Wake County Continuum of Care's Coordinated Entry process?

☐ Can we explain how participants will be referred, connected, or coordinated with other services?

☐ If Coordinated Entry does not apply to our proposed activity, can we clearly explain why?

💡 Remember

Not every CEG activity will necessarily involve Coordinated Entry.

The important question is whether it applies to **your proposed population and activity** and, if it does, whether your application clearly demonstrates appropriate coordination.

💰 6. FUNDING REQUEST & BUDGET READINESS

The CEG funding request must make sense within the context of the entire project.

💵 Current CEG Funding Parameters

Under the current CEG structure:

☐ Request falls within the funding range established by the RFP.

☐ Request does not exceed the applicable percentage limitation of the total project/program budget.

☐ Request does not exceed the applicable percentage limitation of the organization's total annual operating budget.

☐ Organization understands that CEG is not intended to finance the entire operation of an organization.

⚠️ IMPORTANT: THIS IS NOT A "50% MATCH"

Do **not** describe the CEG requirement as a blanket **50% matching-fund requirement**.

Instead, review the current RFP for the applicable funding limitations and calculate your request against:

1. 🧮 The total proposed project/program budget; and
2. 🏢 The organization's total annual operating budget.

Example

If a proposed program has a total annual project budget of $100,000, the organization should calculate the maximum CEG request permitted under the current RFP and identify how the remaining costs will be supported.

Possible funding sources may include:

- Other grants
- Government funding
- Private contributions
- Foundation funding
- Corporate support
- Fees, where applicable
- Donations
- In-kind resources, where allowable
- Organizational resources

---

7. PREPARE TWO BUDGETS

Applicants should be prepared to distinguish between the organization's overall financial picture and the specific project being proposed.

ORGANIZATIONAL BUDGET

This reflects the organization's overall revenues and expenses.

Be prepared to provide the current organizational budget requested by the RFP.

PROJECT/PROGRAM BUDGET

This reflects the specific activity for which CEG funding is being requested.

Include, as applicable:

☐ Personnel

☐ Contractual services

☐ Program supplies

☐ Participant assistance

☐ Transportation

☐ Outreach

☐ Training

☐ Equipment, if allowable

☐ Other direct program costs

☐ Other applicable costs

💡 Budget Test

For every requested expense, ask:

Can we clearly explain why this expense is necessary to deliver the proposed activity?

If not, reconsider the expense or provide a stronger explanation.

📚 8. FINANCIAL DOCUMENTATION

Begin gathering financial documents before the application period.

Potential documents may include:

☐ Most recent financial statements

☐ Audited financial statement, if available or otherwise required

☐ IRS Form 990/990-EZ, as applicable

☐ Current organizational budget

☐ Project/program budget

☐ Other financial documentation specifically requested in the RFP

🔎 Audit Reminder

Do not assume that requesting a particular dollar amount automatically means your organization must have an audit.

Instead, review the current RFP and applicable requirements concerning:

- Federal funding
- Audit requirements
- Organizational requirements
- Funding-source requirements
- Applicable laws and regulations

If your organization has an audit, review, compilation, or other financial report, make sure you understand which document the current application requires.

🎯 9. CDBG ELIGIBILITY & NATIONAL OBJECTIVE

CEG funding uses Community Development Block Grant (CDBG) funds.

Your proposed activity must satisfy an applicable CDBG eligibility requirement and National Objective.

🧩 National Objective

Be prepared to identify the applicable National Objective for your activity.

Potential pathways may include:

👥 Limited Clientele

The activity serves a qualifying limited clientele population, consistent with applicable HUD requirements.

🏘️ Presumed Benefit

Certain populations may be presumed to be principally low- and moderate-income under HUD regulations.

📍 Area Benefit

An activity may qualify based on the characteristics of the geographic area served, when applicable.

⚠️ Do not simply select the National Objective that sounds most appropriate.

Be prepared to explain:

- Who is served
- How eligibility is determined
- What documentation is collected
- Why the proposed activity satisfies the applicable CDBG requirements

---

🧾 10. INCOME & ELIGIBILITY VERIFICATION

If your activity requires income eligibility, be prepared to explain exactly how eligibility will be determined.

🔍 Describe:

☐ Eligibility thresholds

☐ Required documentation

☐ Income verification procedures

☐ Staff responsibilities

☐ Participant intake process

☐ Recordkeeping procedures

☐ Procedures for addressing incomplete documentation

💡 Be Specific

Avoid simply stating:

"We verify income."

Instead, be prepared to explain **how** income is verified, **what documentation** is used, **who reviews it**, and **how the determination is documented**.

👥 11. TARGET POPULATION

Clearly identify who the program is designed to serve.

☐ Target population is clearly defined.

☐ Population is connected to the identified community need.

☐ Eligibility criteria are clearly described.

☐ Geographic service area is identified, when applicable.

☐ Number of people expected to be served is reasonable.

☐ Proposed services match the needs of the target population.

💡 **Ask:**

Could someone unfamiliar with our organization read our application and immediately understand who we serve and why?

🏙️ 12. COMMUNITY NEED & STRATEGIC ALIGNMENT

A strong application should explain **why the proposed activity is needed**.

Avoid relying solely on statements such as:

"There is a great need in our community."

Instead, identify:

📌 The specific problem

📌 The population affected

📌 The geographic area affected, when relevant

📌 Available data

📌 Existing service gaps

📌 Barriers experienced by the target population

📌 How the proposed activity addresses the identified need

🗺️ City Alignment

Consider how the proposed activity connects to applicable City priorities and adopted planning documents, including the City's Consolidated Plan and other relevant community priorities.

💡 **Alignment should be demonstrated—not simply named.**

Explain **how** your activity contributes to the identified priority.

🛠️ 13. ELIGIBLE PUBLIC SERVICE ACTIVITY

CEG is intended to support eligible public service activities.

Examples of public service activities may include, when eligible:

- 👷 Employment and job training
- 🏠 Homeless services
- 👫 Housing stability services
- 👨‍👩‍👧 Childcare
- 🩺 Health services
- 🎓 Education
- 👵 Services for older adults
- ⚖️ Fair housing activities
- 🛡️ Crime prevention
- ♿ Services for persons with disabilities
- 🌱 Self-sufficiency and economic stability services
- 🤲 Other eligible public services

Examples are not a guarantee of eligibility.

Applicants must review the current RFP and applicable CDBG requirements to determine whether the proposed activity is eligible.

📖 14. POLICY & PROCEDURE READINESS

Organizations administering a grant-funded program should have written procedures appropriate to the activity.

Depending on the proposed program, consider whether your policies address:

👥 Target Population

Who is served and how the population is identified.

📣 Outreach & Recruitment

How participants learn about the program.

✅ Eligibility

How participant eligibility is determined.

📝 Intake

How participants enter the program.

🛠 Program Structure

What services are provided and how they are delivered.

💰 Financial Management

How program funds and expenses are controlled.

🤝 Partner Responsibilities

Who is responsible for each part of the program.

📊 Data Collection

What information is collected and maintained.

🔐 Records & Compliance

How required records are protected and maintained.

📈 Evaluation

How the organization determines whether the program is achieving its intended results.

📅 15. PROJECT IMPLEMENTATION PLAN

Your application should demonstrate that the proposed activity can actually be implemented.

🧭 Be prepared to explain:

☐ What will happen

☐ Who will do it

☐ When activities will occur

☐ Where services will be provided

☐ How participants will access services

☐ How partners will participate

☐ What resources are required

☐ How progress will be monitored

☐ How problems will be addressed

💡 Implementation Test

If funding were awarded, could our organization begin implementing the proposed activity without having to design the program from scratch?

If the answer is no, additional preparation may be needed.

🎯 16. GOALS, OBJECTIVES & OUTCOMES

Avoid confusing **activities** with **outcomes**.

🛠 Activity

What you will do.

Example:

Provide employment-readiness workshops.

🎯 Objective

The measurable amount of activity you intend to accomplish.

Example:

Provide workshops to a defined number of eligible participants.

📈 Outcome

The change or result expected from the activity.

Example:

Participants demonstrate increased employment-readiness skills.

📊 Evaluation

Explain how you will know whether the outcome occurred.

Possible methods include:

☐ Participant assessments

☐ Surveys

☐ Attendance records

☐ Service records

☐ Employment documentation

☐ Follow-up contacts

☐ Other measurable indicators

📊 17. DATA COLLECTION & RECORDKEEPING

Before applying, determine whether your organization can collect and maintain the information necessary to demonstrate program performance and CDBG compliance.

☐ We know what participant information must be collected.

☐ Staff understand their documentation responsibilities.

☐ Records will be maintained consistently.

☐ Data can be reported accurately.

☐ Supporting documentation can be produced during monitoring.

☐ We have a system for tracking outcomes.

🔐 Remember

Grant administration involves more than submitting an application.

If funded, the organization should be prepared for:

- Monitoring
- Reporting
- Documentation
- Financial reconciliation
- Reimbursement requests
- Record retention
- Compliance reviews

🌎 18. LANGUAGE ACCESS & ACCESSIBILITY

Consider how eligible residents will access your program.

☐ Language needs have been considered.

☐ Outreach materials are accessible to the intended population.

☐ Participants can understand how to access services.

☐ Reasonable accommodations are addressed, when applicable.

☐ Physical and communication barriers have been considered.

💡 **Ask:**

Are there people who qualify for our program but may have difficulty accessing it?

If so, explain how the program will address those barriers.

🔗 19. LEVERAGED RESOURCES & OTHER FUNDING

Clearly identify other resources supporting the proposed activity.

Possible sources include:

☐ Federal funds

☐ State funds

☐ County funds

☐ City funds

☐ Foundation grants

☐ Corporate contributions

☐ Private donations

☐ In-kind contributions

☐ Volunteer resources

☐ Other organizational resources

⚠️ **Important**

Do not identify funding as committed unless it actually is.

Distinguish between:

💚 **Confirmed funding**
Funding already awarded or committed.

🟡 **Pending funding**
Funding for which an application has been submitted but a decision has not been made.

🔵 **Potential funding**
Funding the organization intends to pursue.

This distinction helps present a realistic picture of the project's financial structure.

🧮 20. INTERNAL CONTROLS

Organizations should have appropriate internal controls for managing grant funds.

Consider whether your organization has:

☐ Separation of financial duties

☐ Appropriate approval procedures

☐ Required signatures/authorizations

☐ Expense documentation procedures

☐ Bank reconciliation procedures

☐ Written financial policies

☐ Procurement procedures, when applicable

☐ Conflict-of-interest controls

☐ Personnel/payroll controls

☐ Record retention procedures

💡 **The goal:**

No single individual should have inappropriate control over an entire financial transaction from beginning to end.

⚠️ 21. PRIOR GRANT & COMPLIANCE HISTORY

Applicants should be prepared to accurately disclose information requested about prior grant activity.

Consider whether your organization has experienced:

☐ Prior monitoring findings

☐ Questioned costs

☐ Returned or repaid funds

☐ Audit findings

☐ Material weaknesses or significant deficiencies

☐ Reporting deficiencies

☐ Unresolved compliance issues

☐ Financial concerns affecting grant administration

☐ Other circumstances that may be relevant to the organization's ability to manage grant funds

💡 **Important**

A "yes" response does not necessarily mean an organization should not apply.

The important considerations may include:

- What occurred?

- How significant was it?
- Has the issue been resolved?
- What corrective action was taken?
- Is the issue still outstanding?
- What controls have been implemented to prevent recurrence?

Always answer application questions completely and accurately.

📁 22. APPLICATION DOCUMENT CHECKLIST

Use this checklist to begin assembling your application file.

🏢 ORGANIZATIONAL

☐ Articles of Incorporation

☐ Bylaws

☐ IRS/501(c)(3) documentation, if applicable

☐ Current board roster

☐ Organizational chart

☐ Conflict-of-interest policy

☐ Relevant organizational policies

💰 FINANCIAL

☐ Current organizational budget

☐ Project/program budget

☐ Most recent financial statements

☐ Audited financial statement,(if applicable)

☐ IRS Form 990/990-EZ, as applicable

☐ Other financial documents required by the RFP

👥 PROGRAM

☐ Program description

☐ Community need information

☐ Target population

☐ Eligibility process

☐ Income verification process, if applicable

☐ Service delivery plan

☐ Goals and objectives

☐ Outcomes

☐ Evaluation/data collection plan

☐ Language access/accessibility approach

🤝 PARTNERSHIPS

☐ Letters of support, if applicable

☐ MOUs/MOAs, if applicable

☐ Contracts/agreements, if applicable

☐ Referral/coordination documentation, if applicable

🏛 CDBG/CEG

☐ CDBG eligibility pathway identified

☐ National Objective identified

☐ Required documentation identified

☐ Coordinated Entry applicability considered

☐ Applicable City priorities identified

☐ SAM.gov information/verification, when required

☐ Other RFP-required documents

📝 23. APPLICATION NARRATIVE PREPARATION

Before entering information into the application, prepare concise answers to the following questions.

1️⃣ Who are you?

What does your organization do?

2️⃣ What problem are you addressing?

What community need supports the proposed activity?

3️⃣ Who will benefit?

Who is the target population?

4️⃣ Why does the need exist?

What data or information demonstrates the need?

5️⃣ What will you do?

Describe the proposed activity.

6️⃣ How will you do it?

Explain implementation, staffing, partnerships, and service delivery.

7️⃣ How will participants access the program?

Address outreach, referrals, language access, transportation, accessibility, and other relevant barriers.

8️⃣ How does the activity meet CDBG requirements?

Identify the applicable eligibility and National Objective.

9️⃣ How will you measure success?

Identify specific, measurable outcomes.

🔟 How will the money be used?

Explain the CEG request and other project resources.

🏆 24. UNDERSTAND HOW APPLICATIONS ARE EVALUATED

The current CEG competitive review structure considers:

📊 Evaluation Area	Points
🏢 Organization	15
🏘️ Community Need & Strategic Alignment	30
🛠️ Program Design & Access	25
📈 Outcomes & Data	20
💰 Budget & Stewardship	10
Total	**100**

💡 What this means for applicants

Do not focus exclusively on the program idea.

A complete application should demonstrate:

Need + Alignment + Program Design + Access + Measurable Results + Responsible Budget

Eligibility requirements and threshold requirements should also be distinguished from competitive scoring requirements.

⚠️ Important

Meeting threshold requirements does not automatically mean an application will receive funding.

Competitive applications are evaluated according to the current RFP and available funding.

🚦 25. FINAL "SHOULD WE APPLY?" CHECK

Before investing substantial time in an application, walk through this checklist.

🟢 READY

☐ Our activity appears consistent with the current CEG purpose.

☐ We understand the current eligibility requirements.

☐ We can identify an applicable CDBG National Objective.

☐ We can clearly define the population we intend to serve.

☐ We can demonstrate community need.

☐ We have a realistic implementation plan.

☐ We can measure meaningful outcomes.

☐ We can prepare a reasonable project budget.

☐ We understand the applicable funding limitations.

☐ We can provide required organizational and financial documents.

☐ We understand the information-session requirement.

☐ We have considered whether Coordinated Entry applies to our activity.

☐ We have identified necessary partners and coordination.

☐ We have the organizational capacity to administer grant funds.

🟡 NEEDS ATTENTION

If several items above are incomplete, consider addressing those areas **before** beginning the application.

🔴 **STOP & REVIEW**

If you cannot currently demonstrate basic eligibility, CDBG compliance, financial readiness, or the ability to implement the proposed activity, review the current RFP carefully before proceeding.

💡 26. PRACTICAL TIPS FOR PROSPECTIVE APPLICANTS

⭐ TIP #1 — Read the entire RFP

Do not rely on a summary, presentation, prior year's application, or information from another organization.

⭐ TIP #2 — Attend the required information session

If attendance is required, treat it as part of the application process—not an optional training.

⭐ TIP #3 — Do not wait until the application opens

Start gathering organizational and financial documents early.

⭐ TIP #4 — Be specific

Replace general statements with facts, numbers, examples, and measurable results.

⭐ TIP #5 — Make the budget tell the same story as the narrative

The services described in the narrative should be reflected in the project budget.

⭐ TIP #6 — Do not overpromise

Propose activities your organization can realistically deliver and measure.

⭐ TIP #7 — Explain partnerships

If another organization is essential to your program, clearly explain its role.

⭐ TIP #8 — Think about compliance before applying

Ask whether your organization can maintain the records necessary to support reimbursement, reporting, and monitoring.

⭐ TIP #9 — Check your documents

Make sure organizational documents are current and consistent.

⭐ TIP #10 — Review the final RFP

The current RFP always controls.

📌 27. IMPORTANT REMINDER

The CEG application process is competitive and funding is limited.

Organizations should consider the opportunity carefully before investing significant time in preparing an application.

💭 A good question to ask is:

Does our proposed activity clearly fit the CEG opportunity, address an eligible community need, satisfy CDBG requirements, and have the organizational capacity and documentation necessary to administer the funding?

If the answer is **yes**, begin preparing early.

If the answer is **not yet**, use the preparation period to address the gaps.

🏛 CITY OF RALEIGH

Community Enhancement Grant (CEG)

Stay informed. Prepare early. Read the current RFP.

📢 Monitor the City's official communications for:

- Current RFP information
- Information-session announcements

- Application instructions
- Required forms and attachments
- Clarifications and addenda
- Application submission information

Questions: Compliance and Planning Unit
ComplianceandPlanningUnit@raleighnc.gov

⚠ DISCLAIMER

This Application Preparedness Tool is provided as a general planning resource for prospective CEG applicants. It is **not the official application, RFP, contract, or determination of eligibility** and does not guarantee funding.

Applicants are responsible for reviewing the **current City of Raleigh CEG RFP, application instructions, applicable HUD/CDBG requirements, and any official City updates or addenda**.

Requirements, procedures, funding availability, application questions, and documentation requirements may be revised by the City.