

FY21 RALEIGH HUMAN SERVICES AGENCY FUNDING



GUIDELINES & INSTRUCTIONS

**Submission Deadline:
Tuesday, January 21, 2020, 5pm**



**FY21 RALEIGH HUMAN SERVICES AGENCY FUNDING
GUIDELINES & INSTRUCTIONS**

INTRODUCTION

The City of Raleigh has established a policy for funding human service agency grants. The policy supports the provision of supplemental funding to agencies who provide direct services that address human needs within the City, especially the needs of youth, elderly, and the severely disadvantaged (disabled, homeless, and substance users).

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).

Disabled: 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

December 9, 2019	Funding Advertised
December 18, 2019	Informational Grant Workshop for Prospective Applicants (<i>attendance is optional</i>) <u>Location:</u> Pathways Center (900 S. Wilmington St., Raleigh, NC 27602) <u>Times:</u> 10am- 12pm 2pm-4pm
Tuesday, January 21, 2020, 5PM	Application Submission Deadline and Time
February 2020	Grant Panel Interviews
March 2020	Funding Recommendations Presented During City Council Meeting
April 2020	Grant Award Letters and Contracts Mailed
July 1 st - June 30 th	Contract Period for Awarded Grants

CONTACT INFORMATION

The Office of Human Relations administers the Human Service Agency Funds and supports the Human Relations Commission. If you need assistance or have questions regarding grant applications, please contact:

Name: Marquita Mbonu, MPA

Phone: 919-996-5740

Email: Marquita.Mbonu@raleighnc.gov

APPLICATION SUBMISSION REQUIREMENTS

Electronic versions of the application can be downloaded from the Raleigh Human Relations Commission webpage using either <https://tinyurl.com/y4gmanmk> or www.raleighnc.gov (search "Human Relations Commission").

If you need assistance retrieving the application, contact the Human Relations Unit:

Phone: 919-996-5740

Email: HumanRelations@raleighnc.gov

AGENCIES MUST SUBMIT

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

Printed Application:

- 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.
- Handwritten applications will not be accepted.
- Submit all required supporting documentation (e.g. audit report, articles of incorporation, etc.) and a signed copy of the application checklist.

Delivery Methods

Delivered by US Postal Service	Delivered by Hand
City of Raleigh ATTN: Marquita Mbonu, Human Relations	City of Raleigh ATTN: Marquita Mbonu, Human Relations
PO Box 590 Raleigh, NC 27620	900 S. Wilmington Street 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 Human Relations at HumanRelations@raleighnc.gov. Once received, you will receive an email confirmation.

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

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

APPLICATION REVIEW PROCESS

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

GRANT EVALUATION

Evaluations will occur on an annual basis by Human Relations 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.
- 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.

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**
- **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

Grant awardees must submit quarterly reports showing how goals and objectives are being achieved. Quarterly reports are due to the Office of Human Relations fifteen days after the end of each quarter.