Community Enhancement Grant (CEG)

Preparedness Tool

******THIS IS NOT THE APPLICATION******

Test your CEG application preparedness with this tool!
Time to conduct a detailed review of the preparedness information=approximately 30 minutes
Thank you for the valuable services and support you provide to Raleigh residents!!!
Purpose
The goal of this tool is to prepare nonprofits that have an interest in applying for CEG funds. This tool will help potential applicants gain a better understanding of the requirements associated with this grant as well as the application elements. Good grant proposals are clear, organized documents that illustrate why your organization should receive funds. We strongly recommend advance grant development and planning. The information provided serves as a guide and checklist tool to assist with the grant application development and submission
Background
The City of Raleigh (CoR) administers the Community Development Block Grant (CDBG) which serves as the one of the primary federal funding streams dedicated to the support public services. The availability of Community Enhancement Grant (CEG) is due to CDBG funds. Funds are awarded through a competitive Request for Proposals (RFP) process. Funding is issued on a reimbursement basis. The City of Raleigh Community Enhancement Grant (CEG) program awards funds annually through a **competitive Request for Proposals (RFP) process**. Designed to fund public services that support neighborhood improvements or innovative services for low- and moderate-income persons and neighborhoods, the CEG is funded with a portion of the City's federal Community Development Block Grant (CDBG) award. The primary objective of the CDBG program is to develop viable communities by providing decent housing, suitable living environments, and economic development opportunities, principally to low- and moderate-income residents. Because federal funds are used to support the CEG, agencies must have the capacity to meet federal requirements if awarded funding. No program will be awarded funds more than two years in a row.

The CDBG-CEG Award Amount Range: In keeping with City of Raleigh policy, all applications requesting amounts exceeding **$25,000 MUST** include audited financial statements to be considered by the Review Committee. The award amount range is subject to change. The annual mandatory information sessions should provide clarity on the award amount range.
The City of Raleigh uses an online **(Neighborly software**) system for the CEG grant application submission process. The application is organized in specific sections that help the reviewers parse through information, score applicant responses and provide input on the selection of subrecipients. We wish you success with your submission with this funding opportunity and all grant opportunities that you explore!
Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R Part 200 establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities.
(Program activity must be eligible) Must be an eligible public service activity as set forth in 24 CFR §570.201 (e) *The CDBG regulations allow the use of grant funds for a wide range **of public service activities**, including, but not limited to:* ➢ **Employment services (e.g., job training)** ➢ **Fair housing counseling** ➢ **Education programs** ➢ **Services for senior citizens** ➢ **Services for homeless persons** ➢ **Childcare** ➢ Crime prevention and public safety ➢ Health services ➢ Substance abuse services (e.g., counseling and treatment) ➢ Energy conservation ➢ Welfare services ***(excluding income payments)*** ➢ Recreational services
The public service must be a new or expanded service. To qualify as an expanded service, grantees must demonstrate that there has been a quantifiable increase in the service than was delivered. in the 12 months prior to the grantees latest action plan. For example, if a grantee wanted to fund an existing meal program for seniors, it likely would not be eligible for CDBG assistance. However, if the grantee wanted to expand the meal program to include a job training component to train people in meal preparation and cooking, then the job training component could be eligible. **https://www.hudexchange.info/sites/onecpd/assets/File/How-to-Use-CDBG-for-Public-Service-Activities-Transcript.pdf**
Please note agencies applying for CDBG-CEG funding: Existing programs (including agencies is presently receiving CEG funding or have previously received CEG funding) should be able **to justify** how the CDBG-CEG funding **would quantifiably increase the service activity** (either in offering expansion to program or the numbers served).

IMPORTANT DETAIL! Interested applicants are required to attend one CEG grant application information session. The sessions are announced as part of the Request for Proposal.
All City of Raleigh grant opportunities are posted on our website and communications are sent out thru GovDelivery to subscribers. We recommend signing up for communications from Housing & Neighborhoods thru MyRaleigh Subscriptions to be notified about any future grant opportunities. Some other resources suggested: https://raleighnc.gov/grants-funding-and-relief/grant-opportunities The City's Human Relations Services Agency Grant Human Services Agency Funding | Raleighnc.gov Questions? Email: federalprograms@raleighnc.gov Be sure to provide identifying information with ALL communication

Definition(s)	
Low- and moderate-Income (aka LMI)	Persons and households who earn *at or below 80%* of the Area Median Income (AMI) adjusted for family size for the Raleigh Metropolitan Service Area (MSA)
Questions to consider when determining the LMI Benefit:	Who will the service be provided to? Where will the service be provided? What are the income levels in the area where the service will be provided?

Below **an example** of HUD Income Limits for 2022. This information is updated on a yearly basis. You will need to access and use the most recent income limit chart if you apply for funding.
https://www.huduser.gov/portal/datasets/il.html

HUD 2022 Income Limits

Percentage of Area Median Income (AMI)	Family Size							
	1	2	3	4	5	6	7	8
100%	$74,937.50	$85,625	$96,312.50	$107,000	$115,562.50	$124,125	$132,687.50	$141,250
Low - 80%	$59,950	$68,500	$77,050	$85,600	$92,450	$99,300	$106,150	$113,000
Very Low - 50%	$37,450	$42,800	$48,150	$53,500	$57,800	$62,100	$66,350	$70,650
Extremely Low - 30%	$22,500	$25,700	$28,900	$32,100	$34,700	$37,250	$41,910	$46,630

FY 2022 Income Limits Documentation System -- Summary for Wake County, North Carolina (huduser.gov)

Organizational Requirements
Are you a registered 501(c)3 organization? (1st basic requirement)
Helpful information for Faith-Based Organizations Registered 501(c)3 faith-based organizations are welcome to submit applications for CEG funding. Faith-based organizations can and have been funded through the CEG program funds. However, certain key restrictions on the use of funds awarded do apply, including, but not limited to: • The program or service funded with CEG funds cannot be restricted to those sharing the religious beliefs of the organization or who are members of a particular faith. The service must be open to, and marketed to, all income eligible persons and households, regardless of individual faith or adherence. • Employees hired to work in the program funded with CEG funds cannot be discriminated against based on the religious beliefs (or lack of them) held by potential job applicants. • No religious requirements can be imposed as a part of the service provided. For example, participation in prayers or attendance at religious services cannot be a requirement of participation in the program. • CDBG funds cannot be used to support worship, religious instruction, or proselytization. • Religious activities must be offered separately from the CDBG supported activity. • Organizations shall not discriminate against a program beneficiary due to religion or religious belief. ***If interested in applying, review your systems to ensure any religious activities are separated from those offered by the government funded activity (CEG).***
☐Yes (to being a registered 501(c)3 organization…continue with the preparedness review)
☐No (STOP at this point! You are not prepared to apply)
*****CDBG-CEG funds are <u>only</u> awarded to registered 501(c)3 organizations and <u>cannot</u> be awarded to individuals.***
Could you provide the ALL of the items listed below if requested at this time?
☐ **IRS 501(c)(3) tax determination letter?**
○ https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations
○ The 501 (c) (3) determination letter is proof of your organization's tax-exempt status. After your organization applies for 501 (c) (3) tax-exempt status, the IRS will respond with a determination letter.
☐ **Articles of Incorporation and Bylaws?**
○ All NC nonprofits must file articles of incorporation with the NC Secretary of State to operate as a nonprofit corporation. Any individual (incorporator) can file the articles.
○ File with the NC Secretary of State Business Registration Division, ww.sosnc.gov/divisions/business registration. Then adopt bylaws and related governance policies at your initial board meeting. It is a good practice for nonprofit boards and key staff

o to review articles of incorporation and bylaws regularly to be certain they are consistent with each other, with state laws, and with the organization’s actual practices.
☐ **Most recent IRS tax form (990)?**
o Form 990 is an informational tax form that tax-exempt organizations in the United States must file annually.
o The form provides the IRS with an overview of the organization's activities, governance, and detailed financial information. It is also used by government agencies to prevent organizations from abusing their tax-exempt status. Form 990 is open to public inspection and must be filed by an exempt organization, even if it has not yet filed Form 1023 with the IRS to receive official approval of its tax-exempt status. The form includes information about the organization's mission, programs, finances, and accomplishments from the past year.
☐ **Conflict of Interest Policy? (Reviewed and approved by the Governing Board)**
o A conflict-of-interest policy is an official document that outlines procedures for employees and board members when a conflict arises between their personal interests and the interests of the organization
o The policy sets boundaries to prevent legal liabilities and discordance between the nonprofit and its staff/board members. The policy should explain the process for disclosing potential conflicts of interest, including the information staff/board members must provide and the timeline for disclosure. It should also outline the steps that will be taken to resolve conflicts of interest, including how decisions will be made and who will be responsible for managing the conflict
o ***Sample Conflict of Interest Policy:*** The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organization or group. An example, for instance, might involve a person who is an Employee and a Board Member, or a person who is an employee and who hires family members as consultants. Employee Responsibilities: o It is in the interest of the organization, individual staff, and Board Members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest. o Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. This organization serves the community rather that only serving a special interest group. The appearance of a conflict of interest can cause embarrassment to the organization and jeopardize the credibility of the organization. Any conflict of interest, potential conflict of interest or the appearance of a conflict of interest is to be reported to your supervisor immediately. Employees are to maintain independence and objectivity with clients, the community, and organization. Employees are called to maintain a sense of fairness, civility, ethics, ethics, and personal integrity even though law, regulation, or custom does not require them. Acceptance of Gifts:

◦ Employees, members of employee's immediate family, and members of the Board are prohibited from accepting gifts, money, or gratuities from the following: ◦ a. Persons receiving benefits or services from the organization. ◦ b. Any person or organization performing or seeking to perform services under ◦ contract with the organization. ◦ c. Persons who are otherwise in a position to benefit from the actions of any ◦ employee of the organization. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with the organization are to be paid to the organization.
◦ Include who must read and sign the policy
☐ **Verification of SAM.gov registration**
◦ The System for Award Management (SAM.gov) is an official website of the U.S. Government.
◦ You register your entity to do business with the U.S. federal government by completing the entity registration process at SAM.gov. ***Active registration in SAM.gov provides your entity the ability to apply for federal grants*** or loans or bid on government contracts.
◦ A SAM registration must be renewed each year to remain active and compliant.
◦ Printed screen shot with organization's information
☐ **Letters of support from collaboration organizations**
◦ Letters of support articulate general support for the grant request. The letter should describe the author's involvement with your organization and/or the community as well as explain how the funding will help address a need or solve a problem. ◦ Consider soliciting support letters from consumers that use your services or individuals that benefit from what you do; Government officials – aldermen, mayors, state, and federal legislators; and other stakeholders with an interest in how the funding will benefit the community.
☐ **Verification of location of project activities (map or photo)**
☐ **Credentials such as resumes for <u>each staff (full-time/part-time/any time)</u> being funded by the project and responsible for carrying out the project tasks**
☐ **Be prepared to submit governing board or equivalent minutes documenting authorization of the application at the time of submission**
☐Yes (to all…good start…continue with the preparedness review)
☐No (to any above…STOP at this point! You are not prepared to apply)
****Please start working on getting these items in place as soon as possible.**
Organizational Capacity
Can you provide a clear and concise overview of the organization's history?
Helpful Tips:

• Write with the specific audience in mind if you are using the statement for a particular grant or funding application. **Gear the response towards what the funding source is looking for** in the history of the nonprofit, such as longevity, strong board support or financial stability.
• Reference the people or group of people who started it and why.
• Explain what the organization came together to do and how it has grown.
• Conclude the history statement with a brief and positive expectation for the future. Mention how you plan to become more visible in the community.
Can you provide a current and accurate organizational chart?
Helpful Tips:
• An organizational chart is a quick way to show the funder your structure for your project and how the team members will interact.
• The most common for nonprofits is the **hierarchical** organizational chart.
Can you provide the program personnel and their correct titles/positions?
Can you provide current and accurate resumes for the staff involved with the project?
Helpful Tips:
• Providing a thorough description of the staff managing the program and overseeing the grant award supports accountability. The funder wants to know the grant money is in good hands and want to understand that capable people are overseeing the project.
• Job titles help identify a person's job role and create a brief description of that role.
• job titles provide understanding to an individual's position and relative importance in the nonprofit and/or project.
☐Yes (to all items listed above…continue)
☐Yes (to some of the items listed above…STOP at this point! You are not prepared to apply)
****Please start working on getting these items in place as soon as possible.**
☐No (to any of all items listed above…STOP at this point! You are not prepared to apply)
****Please start working on getting these items in place as soon as possible.**
Mission Statement
Can you provide a clear and concise mission statement?
• A nonprofit mission statement describes your organization's fundamental, unique purpose. It communicates the value the nonprofit delivers, and what groups it serves, and how.
Can you provide a clear and concise response to how the service activity/project is associated with your mission statement?
Helpful Tips:
• As a nonprofit organization, your mission statement is a valuable component of your purpose. A mission outlines exactly what your organization does and the individuals it serves. Not only does a mission statement represent your organization, but your organization should also represent the mission statement.

☐Yes (to all above…great! Please continue with the preparedness review)
☐No (to any of the items listed above…STOP at this point! You are not prepared to apply)
****Please start working on your grant application development and get these items in place as soon as possible.**
Board of Directors/Governing Board/Equivalent
Do you have more than one member on your Governing Board of Directors?
Do you have a Governing Board list that includes the contact information (email addresses + phone number), term, and their role on the Governing Board?
If you don't have an established Governing Board, can you describe the persons responsible for oversight of the Executive Director
Can you provide any board minutes from meetings held within the past 12 months?
Helpful Tips:
• The members of a nonprofit board focus on the high-level strategy, oversight, and accountability of the organization. This contrasts with employees or managers who oversee the day-to-day operations of the nonprofit.
• Organizations should want to stack their board with passionate individuals who really want to see the organization succeed.
• Essentially, you want to choose board members who will be driven to help your organization pursue its mission.
• While nonprofit boards typically range anywhere from three to fifty members, there are a handful of roles and positions that are almost always assigned to different members of the board.
• Nonprofits may face a **conflict of interest** if the key employee of the organization, who is often called the executive director ("ED") is also a member of the organization's board. This is a scenario faced by many newly formed nonprofits since the founder of the organization often serves as the board president and ED. A **conflict of interest** may occur if the Executive Director (ED) is a paid employee of the organization and a voting member of the board of directors, since every decision the board makes relating to budget and compensation will impact the ED. The ED would be voting on their own salary, which may be a conflict.
○ **Executive Director:** Manages a nonprofit's staff and functions. Creates employment opportunities and developing administrative policies. Establishes budgets and implements strategic plans. Oversees the heads of each department, such as marketing, fundraising, program development, HR management and accounting. Provides strategic guidance and reports to the board of directors
○ **President:** The president of your board of directors is the head of your nonprofit board. They preside at board meetings and create meeting agendas. This individual also supervises all the business affairs of the board and acts as the primary contact for the group. While this individual may serve as the executive director of the organization, the role is very different.

Your executive director manages the daily activities of the organization while your board president oversees governance.
○ **Secretary:** The secretary of your board of directors is responsible for distributing your meeting agenda and recording the minutes of the meeting. They'll also make sure all documentation is filed and organized correctly for easy access later and ensure all actions are in line with the organization's bylaws.
○ **Treasurer:** The treasurer on your board of directors is responsible for overseeing your organization's financial condition by keeping track of receipts and disbursements. This person might be a part of your finance team, or at least in frequent contact with them. If you are required to conduct a financial audit, your treasurer will present the findings.
• Generally, these members of your board of directors (and the team as a whole) meet a few times (quarterly meetings at a minimum should be occurring) throughout the year to make decisions and ensure the organization is on track.
☐Yes (to all above…you are well on your way! Please continue with the review for preparedness)
☐No (to any of the items listed above…STOP at this point! You are not prepared to apply)
****Please start working on your grant application development and get these items in place as soon as possible.**
Organization Collaboration
Do you have documentation to support claims of collaboration with service providers and/or other neighborhood organizations?
Accepted forms of documentation:
• Letter of Support/Confirmation from a collaborative partner?
• Contract supporting collaboration with a partner?
• Memorandum of Agreement (MOA)? • An MOA is more formal than a verbal agreement but less formal than a contract. Organizations can use an MOA to establish and outline collaborative agreements, including service partnerships or agreements to provide technical assistance and training. An MOA may be used regardless of whether money is to be exchanged as part of the agreement.
• Other sources that document collaboration?
☐Yes (to all above…continue with the review for preparedness)
☐No (STOP at this point! You are not prepared to apply)
****Please start working on your grant application development and get these items in place as soon as possible.**
Budget and Financial Requirements
The project budget must be comprehensive, indicating all costs associated with the project, even those that this grant will not fund. A project budget should describe your project. Your budget should tell the story of your proposed project. The reviewer should be able to look at your budget and understand what your project

will deliver by looking at the items of expenditure. You may be surprised to learn that grant proposal budgets plays an important role in illustrating your organization's credibility.
Budget Justification: This allows you to explain the need for each line item in the budget, as well as show the breakdown of calculations used to arrive at the amount in each line of the budget. Please note that the purchase of small electronics such as computers, pads/tablets, telephones, and accessories is not an eligible cost for the Community Enhancement Grant.
Administrative and Indirect costs: The City of Raleigh's CDBG-CEG will not reimburse administrative costs. However, for the budget to be considered complete, admin expenses for the program/project must be included below. These costs are essential to the operation of any organization though they are not directly related to program/project delivery. These costs may include: • administrative staff • rent / mortgage. • utilities • insurance • furnishings / equipment that is not program related. • depreciation • audit communications (telephone, internet, IT support), etc.

Things to consider when preparing line items and cost:
When assessing costs to implement for the CEG related tasks/projects, be aware that costs should be Allowable, Allocable, Reasonable, and Necessary (AARN) to provide the public services. Charges to the CEG grant shall be proportion to the amount of time, use and services associated with the CEG grant services and activities.
• Necessary (2 C.F.R. § 200.403(a)
    o Is the cost necessary to carry out the plan of the federal program?
• Reasonable (2 C.F.R. § 200.404)
    o Did the agency follow its purchasing or procurement procedures?
    o Is the cost in line with fair market prices for comparable goods or services?
    o Would a “prudent person” agree that the item is reasonable?
• Allocable (2 C.F.R. § 200.405(a))
    o Is the cost incurred specifically for the federal program?
    o If the cost benefits the federal program and other work of the agency
    o Was the cost distributed in proportions that may be approximated using?
    o reasonable methods?
• Adequately Documented (2 C.F.R. § 200.403(g) and 2 C.F.R. § 200.302(b)(3))
    o Do you have the documentation demonstrating the need, the purchase, and use of the item?

- Do you have records that identify the source and application of funds and contain information regarding authorizations, obligations, unobligated balances, assets, expenditures, income, and interest that are supported by source documentation.

Common CEG budget categories: Staff Cost and Program Cost
Budget allocations should be based on a 1-year contract period. Fiscal Year-July 1st thru June 30th (12 months)
Use of funds [Chapter 7: Public Services (hudexchange.info)] **Eligible Activities:** Public service activities which are directed toward improvement of the quantity and quality of community services principally benefiting persons of low- and moderate-income are eligible for funding. These activities include, but are not limited to: • services concerned with employment. • crime prevention • childcare • health • substance abuse counseling and treatment • education, fair housing counseling, energy conservation • welfare (excluding income payments) and recreational needs
The maximum level of funding that can be requested is **25 % of the agency's total actual operating expenses and 50% of the agency's operating budget for the last completed fiscal year.**
Costs should be clearly identified and calculated
Most recent financial statements (should be no more than 2 years old) Audited financial statements required if the request is $25,000 or more
Administrative cost **are not reimbursable expenses**
Administrative costs: Expenses allocated for the overall function and management of the agency, rather than for the direct conduct of program services or fundraising activities
Examples of Administrative costs • Board of Directors, Committee, and staff meetings • Legal/Accounting/Financial Services • Salary, FICA, and fringe benefit expenses for non-direct service staff time
Be prepared to have these items finalized with application submission: • **Comprehensive budget** • **Operating budget** (current year as of application submission year) • Costs should be clearly identified and calculated. • Name/address of accountant or chief financial officer.

(If requesting more than $25,000)

- Most **recent financial statement**-within 2 years of application submission due date
- Please do not submit the same financial statements submitted the prior year.
- Most **recent audit** -within 2 years of application submission due date

Comprehensive Budget Preparedness

A comprehensive budget consists of all the recurring income and expenditure and non-recurring expenditure. It does not include non-recurring income. Income that is not certain to be earned should not be accounted for. It is also known as the "total budget".
Costs should be clearly identified and calculated.

Detailed Staff Cost for CDBG-CEG funded tasks only (covered by grant)
Detailed Program-Project Cost (covered by grant)
***Detailed Administrative-Indirect Cost (not covered by grant, but must be submitted)

Explanation of comprehensive budget

An organization may have a $2M annual operating budget, but the CDBG-CEG specific program/project budget may cover $250K in total costs.

The CBDB-CEG process would require that applicant match 50% of the funds of the CDBG-CEG specific program/project budget – in this example that would be $125K match. This would make the program/project budget comprehensive.

BUDGET SENSISIBILITY

A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely and the line items/cost calculations should align with the application responses.
When assessing costs associated with the CEG related tasks/projects, be aware that costs should be Allowable, Allocable, Reasonable, and Necessary **(AARN)** to provide the public services. Charges to the CEG grant shall be proportion to the amount of time, use and services associated with the CEG grant services and activities. Budget allocations should be based on a 1-year contract period.

FUNDING SOURCES

Be prepared to provide ALL funding sources. You will need to include the name of the funding source and the amount awarded including the timeframe of the award.

- Local Government
- County Government
- State Government
- Federal Government
- Private Entities, Foundations, Other.

And be prepared to submit documentation confirming funding

The CEG grant application is a competitive process and the funds awarded will be based on the competitive process. Grant award mounts are not guaranteed to remain at the same level and may change each grant cycle. Various factors may impact grant award amounts which may include total appropriation amount available for distribution among the total number of eligible grantees.

Project Eligibility Requirements

Area median income — often referred to as simply AMI — is a key metric in affordable housing. Area median income is defined as the midpoint of a specific area's income distribution and is calculated on an annual basis by the Department of Housing and Urban Development. HUD refers to the figure as MFI, or median family income, based on a four-person household.

Why Is AMI important?
This metric is important because many of HUD's housing programs are based on the value for a metropolitan statistical area or MSA, impacting renter eligibility determinations among other uses. Because the HUD figure is tied to a four-person household, these values are not absolute and can be adjusted depending on the size of a household. For an affordable housing community which reserves units for households earning 50% of AMI, a two-person household would have a lower threshold than a five-person household, for example.

What Is AMI Used For?
Using AMI benchmarks for renter eligibility is typically a requirement if your property benefits under the Low-Income Housing Tax Credits, or LIHTC, program. For these programs, generally eligibility is set at a percentage of AMI, usually less than 100%.

City of Raleigh CEG data Information required by subrecipients during the grant cycle with each reimbursement request.

- Direct Benefit / Client Assisted
- Race or Ethnicity
- Hispanic Yes/No
- Income Level
- % AMI
  - 0-30
  - 31-50
  - 51-80
  - 81-100
- HH Size

Can you describe how program service activity meets the Low -Moderate Income (LMI) Benefit National Objective as set forth by HUD?

(Your project must meet one of the criteria listed below)

- *Limited Clientele: At least 51% of persons served will have household income less than 80 % AMI*
- *Limited Clientele: Persons are presumed to be low-income because the program will serve exclusively only members of at least one of the following populations: homeless persons, abused children,*

victims of domestic violence, elderly persons, severely disabled adults, persons living with HIV/AIDS, migrant farm workers, persons who are illiterate.
• *Area Benefit: The project will benefit all residents in an area where at least 51% of households have household income less than 80 % AMI*
☐Yes (to one above…continue with the review for preparedness)
☐No (to any of the items listed above…STOP at this point! You are not prepared to apply)
****Please start working on your grant application development and get these items in place as soon as possible**
Are you able to provide a clear and concise response to your program service activity? Does the service activity address one or more of the City's Consolidated Plan Goals and Priorities? ***These are subject to change as of 2025*** **(Your project must meet one goal/priority listed below)** • Increase the supply of affordable housing. • Enhance the homelessness to housing continuum. • Increase Services to build self-sufficiency and sustainability
☐Yes (to one above…continue with the review for preparedness)
☐No (to any of the items listed above…STOP at this point! You are not prepared to apply)
****Please start working on your grant application development and get these items in place as soon as possible**
(Program activity must be eligible) *You m*ust provide an eligible public service activity as set forth in 24 CFR §570.201 (e). *The CDBG regulations allow the use of grant funds for a wide range **of public service activities**, including, but not limited to:* ➢ Employment services (e.g., job training) ➢ Crime prevention and public safety ➢ Childcare ➢ Health services ➢ Substance abuse services (e.g., counseling and treatment) ➢ Fair housing counseling ➢ Education programs ➢ Energy conservation ➢ Services for senior citizens ➢ Services for homeless persons ➢ Welfare services (excluding income payments) ➢ Recreational services
☐Yes (to one above…continue with the review for preparedness)
☐No (to any of the items listed above…STOP at this point! You are not prepared to apply)

****Please start working on your grant application development and determine which of the items listed above match your service delivery**
Additional Preparedness Information to Consider
The City of Raleigh encourages inclusiveness as it relates to the service provider staff and Governing Board members. The City of Raleigh also encourages approaches that involve partnerships, collaboration, and best practices to meet the needs of Raleigh citizens.
Record Keeping and Filing Considerations • Records should demonstrate that each activity undertaken meets the criteria for National Objectives compliance. You will need to provide a clear and concise response on your process for maintaining orderly and comprehensive files that are secured for confidentiality where necessary.
You will need to provide a clear and concise response about those staffing the project and their appropriate experience and training for this service activity.
You will need to be prepared to provide a clear and concise copy of the **Policies & Procedures manual**, specific, to this service activity
Applicants will be required to provide a Policies & Procedures Manual. Policies & Procedures Manuals will vary from project to project and nonprofit agency to nonprofit agency, but these are “common chapters” we will be reviewing as part of the CEG process. To maximize consideration during the competitive process, be prepared to provide a clear and concise response based on the CEG specific service activity.
Common Chapters (for CEG specific service activity=10 in total)
Helpful Tip for submitting with the application: Provide the specific section/page # for each section
It is possible that your P & P manual may have “title” content that is similar the ones listed below. *Example**: “Participant recruitment and retention”** may be **“Client intake/eligibility process”** in your P & P manual*
• Target population (for CEG specific service activity)
○ Describe the issue the program is addressing and the anticipated recipients of the services.
****Submission Example: See page 5 of P & P manual for **“Target population”***
• Participant recruitment and retention (for CEG specific service activity)
○ Describe how you market the service.
***Submission Example: See page 10 of P & P manual for “Participant recruitment & retention”
****Submission Example: See page 10 of P & P manual for **“Participant recruitment & retention aka Client intake/eligibility process”***
• Eligibility requirements (for CEG specific service activity)
○ Describe the specific steps program staff follow to document eligibility.
****Submission Example: See page 15 of P & P manual for “**Eligibility requirements”***
• Program Structure (for CEG specific service activity)
○ Describe how the program is structured, the qualifications of the different positions, the number of positions, the role of each position, the service delivery protocols.

****Submission Example: See page 20 of P & P manual for* ***"Program Structure"***
• Financial Management (for CEG specific service activity)
○ Make and stay within a budget. ○ Create multiple revenue streams. ○ Ensure everyone's financial literacy. ○ Keep a financial reserve. ○ Invest in financial management tools. ○ Describe how money is budgeted, the approval process for eligible expenditures, the separation of duties. ○ Describe how costs are identified and calculated clearly
****Submission Example: See page 25 of P & P manual for* ***"Financial Management"***
• Partner roles and responsibilities (for CEG specific service activity)
○ There are many ways that an alliance can help your organization enhance its efficacy, impact, and sustainability. ○ Describe different agencies, organizations, units of government that the program collaborates or works with to serve the participants of the program (if any). Describe the specifics of the collaboration.
****Submission Example: See page 30 of P & P manual for* ***"Partner roles & responsibilities"***
• Leveraged resources (including service systems) (for CEG specific service activity)
○ Leveraged resources include non-grant funds that help the grantee carry out the program (e.g., in-kind contributions that support administrative staff not funded by the grant). They also include those resources outside of enrollment in another program that can assist individual participants (e.g., scholarships). ○ Describe how resources are leveraged to serve program participants and how collaboration is memorialized—for example, through contracts, Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), etc.—if any.
****Submission Example: See page 35 of P & P manual for* ***"Leveraged resources"***
• Compliance with existing laws and regulations
○ Describe how the agency ensures compliance with applicable laws / regulations.
****Submission Example: See page 40 of P & P manual for* ***"Compliance w/existing laws & regs"***
• Data collection (for CEG specific service activity)
○ Nonprofit data collection is the process of gathering data to use in decision-making and strategic planning. It involves pulling data from various sources, like donation forms, marketing platforms, and fundraising campaign management tools. Tracking and managing various types of data allows nonprofits to quantify the impact of their work. ○ Describe the process of gathering, organizing, and reporting data generated by the program activities.
****Submission Example: See page 45 of P & P manual for* ***"Data collection"***
• Performance Evaluation (for CEG specific service activity)
○ Describe how the agency evaluates and measures the success of the program, including the metrics used.
****Submission Example: See page 50 of P & P manual for* ***"Performance Evaluation"***

Are you able to provide clear, specific, and well explained responses about the following: Scope of Work? Implementation procedures? Project goals? Measurable objectives and outcomes? Evaluation process?
☐Yes (to all above…fantastic! Please continue the review for preparedness)
☐No (to any of the items listed above…STOP at this point! You are not prepared to apply)
****Please start working on your grant application development and get these items in place as soon as possible.**
Internal Controls Internal controls" are financial management practices that are systematically used to prevent misuse and misappropriation of assets, such as occur through theft or embezzlement. Internal controls are generally described in written policies that set forth the procedures that the nonprofit will follow, as well as who is responsible. The goal of internal controls is to create business practices that serve as "checks and balances" on staff (and sometimes board members) and/or outside vendors, to reduce the risk of misappropriation of funds/assets. ***Examples of basic internal control:*** A policy that requires two signatures on a check is a basic internal control. This business practice is designed to prevent one person from having sole authority for writing checks on the nonprofit's behalf. A policy to conduct a background check of employees who handle money, prior to hire and periodically throughout employment.
☐Yes (to all above…continue with reviewing for preparedness)
☐No (to any of the items listed above…STOP at this point! You are not prepared to apply)
****Please start working on your grant application development and get these items in place as soon as possible.**
CEG Preparedness
*****THIS IS NOT THE APPLICATION***** Developing grant proposals is a difficult task even to skilled grant writers. The CEG RFP is competitive. Be mindful of the high volume of interest vs. the limited availability of funds for this project. Follow the instructions and application guidance carefully. Be organized and logical. Many applications fail because the reviewers cannot follow the thought process of the applicant or because parts of the application do not fit together. Be brief, concise, and clear. Make each point understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables. Proofread the application. Misspellings and grammatical errors will impede reviewers in understanding the

application. Be sure pages are numbered (including appendices) and that page limits are followed. Limit the use of abbreviations and acronyms and define each one at its first use and periodically throughout the application. Eliminate typos and grammatical errors. Spell check, and then go a step further with a grammar-checking program such as Grammarly. And, if possible, have a second person proofread your application prior to submission.
Make sure that you gather data from reputable sources. For example, at government sites such as Data.Census.gov, the U.S. Bureau of Labor Statistics for demographic data, or the U.S. Small Business, Explore Census Data Administration for industry analyses.

- ✓ **Yes**

If you responded with a **"Yes" to all, you should feel very confident!** You should begin with preparation to submit a CEG application. We recommend signing up for communications from Housing & Neighborhoods thru MyRaleigh Subscriptions to be notified about any future grant opportunities.

X No

If you responded with a "No" to any, you are NOT prepared to submit a CEG application. It is never too late to initiate preparedness for funding opportunities.

Most common applicant requirements:

- Must have an adequate financial management system in place to maintain effective control and accountability over all funds, property, and other assets covered by the proposal.
- Must be able to produce sufficient backup documentation for costs of the project and files for review and audit.
- Must have adequate internal management procedures and separation of duties to prevent fraud and abuse.
- Must not have any outstanding audit deficiencies, findings, or disallowed costs from previous projects or activities.
- Must have a Board of Directors that meets on a regular basis (quarterly is the minimum preferred).

*****PLEASE NOTE*****

The grant program is designed to support public services that improve neighborhoods or innovative services that serve low- and moderate-income persons and neighborhoods.
Application workshops are provided each year and attendance is mandatory for any organization planning to apply for funding. The workshops are designed to explain the requirements and all the items provided in this pre-test.

This is not the application. You will need to complete and submit application during a separate process. This document was created to assist you with preparing for the actual CEG RFP process.
If you miss the RFP and application process timeframe…don't be discouraged. We encourage you to use the time to prepare for the next opportunity.

***Please be aware that the CEG application process is competitive and occurs on an annual basis. It is possible that the application submitted may be selected to receive a grant award for one year and not selected during future application submission. If you apply and are selected to receive CEG funding, be prepared a series of additional processes that contribute to accountability of the funding. The additional processes will include the following:

- A contract process involving an exchange of documents and information.
- A monthly online (via Neighborly software) reimbursement process required by all CEG subrecipients.
- A monitoring process involving exchange of documents and information.

The City of Raleigh (CoR)
Housing & Neighborhoods Department
Community & Small Business Development Division
Always feel free to contact us at: federalprograms@raleighnc.gov

All City of Raleigh grant opportunities are posted on our website and communications are sent out thru GovDelivery to subscribers.
We recommend signing up for communications from Housing & Neighborhoods thru MyRaleigh Subscriptions to be notified about any future grant opportunities.

Some other resources suggested:
The City's Human Relations Services Agency Grant
Nonprofit Capacity Building Program

"Tentative" Community Enhancement Grant Cycle
The annual grant cycle is similar each year and generally follows this sequence:

- October-November: Request for Proposals (RFP) made public.
- October-November: Mandatory workshops are held for any agency wishing to apply.
- November-December: Proposals are due.
- January-March: Review Committee reviews and scores proposals.
- March/April: Review Committee makes recommendations for funding public, as part of the Annual Action Plan process.
- May: City Council makes the final decision on funding. Applicants are notified of selection and eligibility.
- June-October: CoR staff and eligible applicants implement preparation steps for the contract cycle

Raleigh

<u>CEG FREQUENTLY ASKED QUESTIONS</u>

Agency & Capacity Questions

<table>
<tr><th>Questions</th><th>Answers</th></tr>
<tr><td>1. Is there a requirement for amount of time an agency is in business?</td><td>➢ There is not a minimum, but the agency <u>must be certified as 501c3 nonprofit at the time of submission</u>.
❖ A newly formed agency might not score as high, however, because we are looking for documentation of experience.</td></tr>
<tr><td>2. Do you have a specific vision for how we should reference the manual? Direct quotations or simply page numbers where more information can be found?</td><td>➢ When answering a question, you should quote the Policies & Procedure Manual.
❖ If the section in the manual is too lengthy, quote some and reference the page number for the remainder.</td></tr>
<tr><td>3. The application requests Board minutes documenting Board authorization for this application. Our next BOD meeting is scheduled after the application deadline. Is there another way we can accommodate this request?</td><td>➢ Here are options for addressing the requirement that the Board approve the submission of the application, in order of preference:

❖ If your Board won't be meeting before the due date of the grant application but will be meeting later in January, include with your application a written note from your Board Chair that she/he is aware of the application, that the Board will discuss it at the next meeting before the end of January and that the Board is expected to approve the application. Written minutes documenting that Board action will be submitted by the end of the day February 1st.
❖ If your Board won't be meeting at all in January, Board approval can be indicated in a few other ways, assuming your By-</td></tr>
</table>

	Laws allow it and include it with your application. ❖ Have an electronic vote of the full Board that can be documented. ❖ Have an electronic vote of the Board Executive Committee that can be documented. ❖ Provide a written statement from the the Board Chair indicating Board support of the submission of the application.
4. Can you elaborate more on collaboration? Are direct partnerships allowed?	➢ In instances in which there is collaboration, this should be clearly defined. ➢ It is fine if the program is a partnership between agencies, however, ***the application should come from only one agency***, and the budget should clearly delineate how costs are determined and shared amongst the agencies.

Programming/Eligibility Questions

Questions	Answers
1. If we serve disabled, is income documentation still required?	➢ Income documentation is required unless your population being served meets HUD's criteria of 'presumed eligible.' o Examples of 'presumed eligible' include: ▪ homeless persons, ▪ abused children, ▪ victims of domestic violence, ▪ elderly persons, ▪ severely disabled adults, ▪ persons living with HIV/AIDS, ▪ migrant farm workers, and ▪ persons who are illiterate. ➢ According to HUD, persons are considered severely disabled if they: o Use a wheelchair or another special aid for 6 months or longer.

	▪ Are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting, and carrying, walking up a flight of stairs and walking). ▪ Need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone). ▪ Are prevented from working at a job or doing housework. ▪ Have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia or mental retardation; or ▪ Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).
2. Are you using HUD's definition of "homeless" only?	➢ We will accept HUD'S definition as well as the McKinney-Vento definition that Wake County Public Schools uses.
3. Will funding cover services to undocumented individuals?	➢ To qualify for services, an individual must meet the income qualifications outlined in the RFP and be residing within the Raleigh city limits.
4. Are collective impact backbone services allowed – i.e., a project that coordinates across agencies that provide direct services, builds local capacity, organizes volunteers, works with agencies on shared metrics, or supports cross agency	➢ To qualify for funding, there must be some way to connect the services being provided to the individuals served.

collaboration rather than a project that provided direct services (case management)?	
5. We have a psychosocial rehabilitation program that provides job training services for individuals with mental illness, and they do that through training in a commercial kitchen that we have access to. Our program may be moving to new space soon and I am wondering if block grant funds would fund the renovation/upfit of a new kitchen space including the purchase of commercial-grade equipment (refrigerators, stoves, sinks, etc.)	➢ In the history of the Community Enhancement Grant, there have been two occasions when capital expenditure applications were awarded funding: ❖ Security measures for a domestic violence shelter; and ❖ a commercial freezer for a food bank. In both instances, households served by the organizations were presumed to be households with incomes less than 80 percent of area median income (AMI). ➢ ***The improvements paid for with grant funding were essentially not transferable for other uses***. ❖ For example, a purchase of an iPad for a program serving homeless persons would not be eligible because it is impossible to ensure that such an electronic device would not be used for reasons other than the intended one. ❖ On the other hand, the security measures and the commercial freezer could be reasonably expected to be used as intended for the life of the equipment. ➢ It behooves the applicant to demonstrate the need for the equipment and to provide assurance that the equipment would be used to serve only income eligible households fo0r the life of the equipment.

Funding Questions

Questions	Answers
1. Is the Community Enhancement Grant a reimbursable grant?	➢ Yes. To receive payment, you must submit a draft invoice to the city for allowable expenses. ➢ After the invoice has been approved, your agency will be reimbursed. ***The grant period is from July 1 – June 30.*** Any allowable program related expenses incurred after July 1 will be allowed to be invoiced.

2. Can in-kind contributions and donations count towards the project budget's total (when calculating the 50%)?	➢ Yes, but they should be clearly documented as to what they are and how they are calculated.
3. Do the 3 sources include funding from your own agency?	➢ Funding from your own agency can count as one of the 3 funding sources but should be clearly explained/documented.
4. Are we allowed to edit/add additional lines in the funding sources table, or would you like only the top four companies/foundations/etc. and a fifth "Other" category?	➢ The table requesting funding sources on page 5 has five rows. These funding sources should be sources of funding for the project/program you are seeking funding for. ➢ If you have more than 5 sources of funding, feel free to add the necessary number of rows you need. All funding sources included here should be included on the Excel budget form as well.
5. If we have more than 3 sources of funding (in addition to donations) for the program we are requesting CEG supplemental funding, should we add additional columns to the Budget worksheet?	➢ Yes, add columns as needed.
6. If the project is larger than Raleigh - Would we provide a budget based on the % of Raleigh residents served?	➢ Project budget would be total budget, although it should be broken down to include the portion covering Raleigh.
7. Does the audit have to be done by a CPA in NC or if you have had a financial audit done in another state would that suffice?	➢ The firm does not need to be in NC but must be properly registered/licensed to conduct audits.
8. Are video recording materials an eligible cost?	➢ The purchase of small electronics such as computers, pads/tablets, telephones, video recording equipment, and accessories ***is not*** an eligible cost for the Community Enhancement Grant.
9. What about funds to cover a venue where training would occur?	➢ Yes, funds to cover a training space are allowable.

Faith-based Questions

Questions	Answers

1. My church is a 501c3. Can we apply or do we have to set up a separate 501c3 organization to be able to apply?	➢ The short answer is no, a faith-based organization does not need to set up a separate 501c3 to be eligible for funding from the Community Enhancement Grant program. Nor is it necessary to have a board separate from the board that governs the faith-based organization. ➢ However, certain key restrictions on the use of funds awarded do apply, including, but not limited to: ❖ The program or service funded with Community Enhancement Grant funds ***cannot*** be restricted to those sharing the religious beliefs of the organization or who are members of a particular faith. ***The service must be open to, and marketed to, all income eligible persons and households, regardless of individual faith or adherence.*** ❖ Employees hired to work in the program funded with Community Enhancement Grant funds ***cannot be discriminated against based on the religious beliefs (or lack of them) held by potential job applicants.*** ❖ ***No religious requirements can be imposed as a part of the service provided.*** For example, participation in prayers or attendance at religious services cannot be a requirement of participation in the program.

Application-related Questions

Questions	Answers
1. To clarify, is this the person drafting the application (i.e., the individual to whom responses or questions regarding the application should be sent)? I have listed myself as the Grant Writer but want to make sure I am reading it correctly.	➢ The name of the person who wrote the grant should be included here. If the person is a staff member of the agency, indicate that. If the person was contracted by the agency to write the grant, indicate that.
2. Will there be no additional questions permitted after Dec. 15? We are still working on the budget portion of our application, and I am not sure if	➢ You will need to do the best you can. I am trying to share all questions asked with everyone, so no one has an advantage. The purpose of the

our CFO may encounter areas in which she has a question or two. Would we be permitted to email or call in that scenario?	budget is to show sources and uses; specifically, how the sources of funds will be used. Do the best you can.

How to submit the CEG application
The CEG RFP is competitive. Be mindful of the high volume of interest vs. the limited availability of funds for this project. Follow the instructions and application guidance carefully. Submission of an application does not guarantee selection. Be organized and logical. Many applications fail because the reviewers cannot follow the thought process of the applicant or because parts of the application do not fit together. Be brief, concise, and clear. Make each point understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables. Proofread the application. Misspellings and grammatical errors will impede reviewers in understanding the application. Be sure pages are numbered (including appendices) and that page limits are followed. Limit the use of abbreviations and acronyms and define each one at its first use and periodically throughout the application. Eliminate typos and grammatical errors. Spell check, and then go a step further with a grammar-checking program such as Grammarly. And, if possible, have a second person proofread your application prior to submission. Make sure that you gather data from reputable sources. Feel free to reach out to City of Raleigh staff if you have any questions: Email: federalprograms@raleighnc.gov ***Please note*** ***City of Raleigh staff cannot provide any form of assistance that may compromise the integrity of the competitive process. Transparency, consistency, and accountability is always required.***
Step 1
Register via Neighborly
You should initiate this step as soon as possible!
You must submit the CEG application online thru Neighborly software
Applicants will need to access the Neighborly participant portal to register and set up an account. This process can be done independently.
Applicants will set up using the participant portal: https://portal.neighborlysoftware.com/raleighnc/participant
Neighborly Technical issues email: support@neighborlysoftware.com

Accessing the Subrecipient Portal

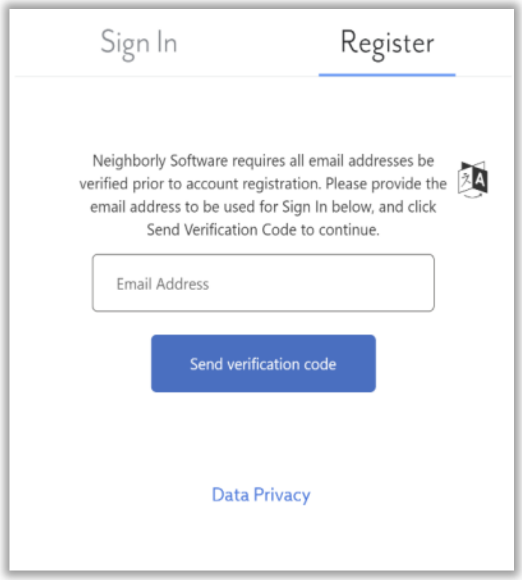
The Subrecipient Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser.

Participant Portal Link: https://portal.neighborlysoftware.com/RALEIGHNC/Participant

Registration

To access the system, you'll need to create an account by first registering your email address. Select the Register tab and enter your work email address. Select “Send verification code”. To verify your email address, the system will send you an email with a verification code.

Note: If you do not receive the email within 2 minutes, check your spam or junk mail folders. If the email is in either folder, mark the message as "Not Junk" or "Not Spam" to ensure you receive all future system notifications.



Step 2
Completing and submitting the application
Once you have registered and set up an account thru Neighborly, you are ready to access the system so that you can input your application information.
The City of Raleigh created a CEG application preparedness tool for this step of the process. If you have taken the time to review and use the preparedness tool, you are at a great advantage with this step of the process. The preparedness tool is posted on the website. (See the links below) You should use the information and responses that you created by reviewing CEG preparedness tool. [Community Enhancement Grant Program | Raleighnc.gov] https://cityofraleigh0drupal.blob.core.usgovcloudapi.net/drupal-prod/COR19/cor-cdbg-ceg-applicant-preparedness-tool.pdf
Helpful tips for this process:

• Try to allow ample time to submit the application and factor in time for unforeseen matters. • Try not to wait until the due date and time to submit the application. • Be sure to review your application responses for accuracy before submitting. • Be sure to review your application attachments/uploads to ensure that the correct document has been submitted. • Be sure to include accurate contact information to assist with selection notification. • Recruit a second person to review the content to ensure accuracy prior to submission. • Click “Save “to save information if you want the ability to go back and make changes, otherwise click “Complete and Continue” if you do not want to make any changes. • The CEG RFP is competitive. Raleigh contact: Email: federalprograms@raleighnc.gov Email subject line: Nonprofit’s name-CEG application question. Email body content should include the basic information below: • Name of nonprofit • Name of contact person + Title/position of contact person • Email address for contact person + Best Phone number for email contact person. • Any additional information that will assist with expediting the request
Step 3
The Waiting Period
The City of Raleigh staff will notify applicants if their application was selected for funding based on the contact information provided in the application. If you experience any contact information change during the waiting period, do not hesitate to notify the City of Raleigh of the change at your earliest convenience.
******Please follow instructions below****** Email subject line: Nonprofit’s name CEG application contact change. Email body content should include the basic information below: • Name of nonprofit • **Contact Change** • *Submitted on the application.* • Name of contact person + Email address for contact person + Phone number for email contact person • Update contact information “as of date.” • Updated Name of contact person + Title/position of contact person submitted on the application. • Updated Email address for contact person submitted on the application. • Updated Phone number for email contact person submitted on the application. • Any additional information that will assist with clarity
The timeline below is subject to change, but it provides an idea of when to expect notice

Example of timeline based on 2023 timeline: • Application submission deadline: December 6, 2023 • The City Council must approve the eligible applicants selected for funding prior to notice and this approval process normally occurs during March. • Expect a notice of selection around mid-March early April 2023
Please be aware that the CEG application process is competitive and occurs on an annual basis. It is possible that the application submitted may be selected to receive a grant award for one year and not selected during future application submission.
If you apply and are selected to receive CEG funding, be prepared for a series of additional processes that contribute to accountability of the funding. The additional processes will include the following: • A contract process involving an exchange of documents and information. • A monthly online (via Neighborly software) reimbursement process required by all CEG subrecipients. • A monitoring process involving exchange of documents and information. Always feel free to contact us at: federalprograms@raleighnc.gov
Thank you for the valuable services and support you provide to Raleigh residents!!!