



FY2018 Wayne Metro Seeding Wayne County – A Community Funding Initiative

APPLICATION GUIDELINES

Objective: To support Wayne County-based organizations who address the belief that no one should live in poverty through grant funded service projects in the following program areas:

1. Job Readiness and Supports
2. Neighborhood Improvements
3. Health and Nutrition
4. Youth and Adult Education

Process: Wayne Metro will utilize members of the appropriate Regional Advisory Council (RAC) to score applications and make recommendations for funding. RAC members have direct involvement and knowledge of neighborhoods, available services, and the needs of low-income residents in their region and Wayne County.

Available Funds: Seeding Wayne County Grant funds is a federally funded project through the Community Services Block Grant (CSBG) Program. Wayne Metro anticipates fiscal year 2018 allocation of award funds for RAC regions will be as follows:

RAC 1	\$11,000	RAC 2	\$50,000	RAC 3	\$50,000
RAC 4	\$11,000	RAC 5	\$11,000	RAC 6	\$17,000

Grants typically range from \$500 to a maximum of \$5,000 dependent on the number of awarded applications. Funds must be used for direct services/program operation. Funds will not support general agency overhead. See the Budget Section of Seeding Wayne County Grant application for further details regarding disallowed costs.

- **All funds must be expended for services incurred between March 14, 2018, and August 31, 2018. All receipts and evidence of payment must be submitted no later than 4:00 p.m. on September 14, 2018.**

Eligible Entities

1. Local 501 (c)(3) organizations with annual operating budgets of less than \$250,000.
 - In extenuating circumstances, small organizations that use the 501(c)(3) fiduciary status of a larger Wayne County-based agency may be considered eligible entities. Wayne Metro will make the final decision on the inclusion of these organizations.
2. Applications are accepted from Wayne County-based organizations whose primary service area encompasses a City or Cities in Regional Advisory Council (RAC) areas one, two, three, four, five or six.
3. Only one application per 501(c)(3) organization is allowed for the Seeding Wayne County Mini-Grant Program.
4. Organizations requesting funding to service low-income residents in one of the four areas: (1) Job Readiness and Supports; (2) Health and Nutrition; (3) Neighborhood Improvement; and (4) Youth and Adult Education.

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5. If awarded Seeding Wayne County funds in 2017, a representative from the organization must have attended at least two (2) RAC meetings between May 1, 2017 through December 31, 2017 to be eligible for 2018 funding.

Grant Award

1. Grant awards may be less than requested per application.
2. Organizations will receive 50% of their award after receipt of a signed contract.
3. The remaining balance is a reimbursement payment received after the end of the program period.
4. Submission of all receipts, evidence of payment showing the full expenditure of funds, and the final outcomes report is required before receiving reimbursement payment.

Requirements

1. Funded entities must agree to send a representative to a minimum of two Regional Advisory Council meetings during the period March 1, 2018 through December 31, 2018. Failure to comply will result in exclusion from future funding consideration.
2. The targeted population must be at or below 125% of poverty.
 - a. Fiscal Year (FY) 2017 Poverty Guidelines. Note: *Poverty Guidelines are updated for FY2018 at the time of contract award. Minor income fluctuations expected for FY2018 Poverty Guidelines.*

Family Size	1	2	3	4	5	6	7	8
Annual Income	\$15,075	\$20,300	\$25,525	\$30,370	\$35,975	\$41,200	\$46,425	\$51,650
Monthly Income	\$1,256	\$1,692	\$2,127	\$2,531	\$2,998	\$3,433	\$3,869	\$4,304

- b. The organization and Wayne Metro must agree on the means to document client income eligibility for services. The documented method is incorporated into a grant agreement between Wayne Metro and the organization.
3. Comply with all grant agreement requirements. The organization's failure to comply with client income eligibility documentation procedures and other requirements outlined in the grant agreement will result in termination of funding, reimbursement of any previously released funds, and the exclusion of the entity from future funding consideration.
 4. Funded entities must provide documentation of client eligibility and required Outcomes Report on or before September 14, 2018. If the documentation and a written report are not received, the organization will not receive the second installment of grant funds. Furthermore, the organization will be required to return the original 50% advance.
 5. Funded entities must name Wayne Metropolitan Community Action Agency as a Certificate Holder on the organization's general liability insurance policy.
 6. Expenses must be incurred between March 14, 2018 and August 31, 2018.

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SUBMITTAL DATE

- **Proposals must be received no later than 4:00 p.m. on Friday, January 12, 2018. Late submittals will not be accepted.**

Applications serving the City of Detroit: Mail, deliver or email all application requirements to:

Genevieve Pajulio, Grants Manager
Wayne Metropolitan Community Action Agency
7310 Woodward, Ste. 800, Detroit, MI 48202
(P) 313.463.5522 | gpajulio@waynemetro.org

Applications serving the Out-Wayne communities: Mail, deliver or email all application requirements to:

Sheryl Gray-Dodds, Grants Manager
Wayne Metropolitan Community Action Agency
7310 Woodward, Ste. 800, Detroit, MI 48202
(P) 313.463.5538 | sgray-dodds@waynemetro.org

TIMELINE

December 7, 2017: Application Review at All RAC Meeting

- 2:00-4:00 PM at 7310 Woodward, Suite 800, Detroit MI 48202.
- **Review Application Requirements**

Q & A Information Session (Optional): Review application and answer questions

- **December 13, 2017:**
 - 2:00 – 3:30 P.M. at 2121 Biddle Avenue, Wyandotte, MI 48192
- **December 14, 2017:**
 - 2:00 – 3:30 P.M. at 7310 Woodward, Suite 800, Detroit MI 48202

January 12, 2018: APPLICATION IS DUE BY 4:00 PM

- Applicants will submit the following documentation:
 1. Completed application narrative
 2. Completed project budget
 3. Copy of 501(c)3 Certificate/Letter of Determination
 4. Most recent financial statements showing the organizational operating budget
 5. Copy of Liability Insurance
 6. Application Checklist

January 15, 2018 - January 31, 2018: INITIAL APPLICATION REVIEW BY WAYNE METRO

A Grants Manager will contact applicant organizations with questions regarding information presented in their application. If the applicant received Seeding Wayne County Grant funding for FY2017, the Grants Manager will examine records to certify the applicant has met all requirements including RAC meeting attendance under the FY2017 agreement.

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February 2018: RAC SCORING OF APPLICATIONS

At the February Regional Advisory Council (RAC) meetings, members will discuss and score applications. See the Seeding Wayne County Community Funding Initiative Scoring Rubric below for further details on the scoring of proposals. Wayne Metro will review scores and make the final award decision.

SEEDING WAYNE COUNTY – A COMMUNITY FUNDING INITIATIVE SCORING RUBRIC

SCORING CATEGORIES	3	2	1	SCORE
PROJECT GOALS <ul style="list-style-type: none"> How well does the project clearly fill a need or address a problem related to the selected program area? 	Goals for the project are clearly described and thoroughly documented; proposal supports the Seeding Program objectives.	Project's purpose is stated, and some evidence of need is provided. The proposal aligns with the Seeding Program objectives.	Project's purpose is unclear or does not address Seeding Program objectives.	
PROJECT DESIGN <ul style="list-style-type: none"> How well does the proposal clearly describe the proposed program or project? 	Strong project design and activities that are well defined, fully explained, and link to project goals.	Adequate project plan with activities are defined, but the project is somewhat unclear. Plan not clearly linked to project goals.	Project design is vague and not clearly linked to project goals.	
BUDGET <ul style="list-style-type: none"> Is the proposed budget reasonable and cost efficient for the project proposed? 	Budget is complete and contains all required information. Budget is cost efficient and reasonable based on the proposed project.	Budget is somewhat reasonable and cost efficient for the proposed project.	Budget lacks required information. Budget is not reasonable or cost efficient for the proposed project.	
TOTAL SCORE				

March 2018: NOTIFICATION OF AWARD

- Applicants will be notified of final award decision no later than March 9, 2018.

March 14, 2018: MANDATORY AWARD ORIENTATION AND CONTRACT SIGNATURE

- 12:00 PM at 7310 Woodward, Suite 800, Detroit MI 48202. (Lunch will be provided.)**
- Funded programs are issued a contract outlining grant expectations including payment procedures, data collection and reporting requirements.
- MANDATORY meeting where an authorized representative from the organization must attend the session.