

FY2021 Seeding Wayne County – A Wayne Metro Community Funding Initiative

APPLICATION GUIDELINES

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

1. Employment/Job Readiness
2. Neighborhood Improvements
3. Health and Nutrition
4. 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 2021 allocation of award funds for RAC regions will be as follows:

RAC 1	\$25,000	RAC 2	\$100,000	RAC 3	\$100,000
RAC 4	\$25,000	RAC 5	\$25,000	RAC 6	\$25,000

Grants typically range from \$500 to a maximum of \$5,000 dependent on the number of awarded applications. However, if the organization has been awarded Seeding funding previously a maximum of \$7,500 may be requested. 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 between March 29, 2021, and August 31, 2021. All receipts and evidence of payment must be submitted no later than 4:00 p.m. on September 10, 2021.**

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) area one, two, three, four, five or six.
3. Only one application per 501 (c)(3) organization is accepted for the Seeding Wayne County Grant Program.

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4. Organizations requesting funding to service low-income residents in one of the four areas: (1) Employee/Job Readiness; (2) Health and Nutrition; (3) Neighborhood Improvements; and (4) Education.
5. If your organization was awarded Seeding Wayne County funds in 2020, a representative from your organization must have attended at least two (2) RAC meetings between April 1, 2020 through December 31, 2020, to be eligible for 2021 funding.

Grant Award

1. Grant awards may be less than requested per application.
2. Organizations will receive an advance of 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 April 1, 2021 through December 31, 2021. Failure to comply will result in exclusion from future funding consideration.
2. The targeted population must be at or below 200% of poverty.
 - a. Fiscal Year (FY) 2020 Poverty Guidelines. Note: *Poverty Guidelines are updated for FY2021 at the time of contract award. Minor income fluctuations expected for FY2021 Poverty Guidelines.*

Family Size	1	2	3	4	5	6	7	8
Annual Income	\$25,520	\$34,480	\$43,440	\$52,400	\$61,360	\$70,320	\$79,280	\$88,240
Monthly Income	\$2,127	\$2,873	\$3,620	\$4,367	\$5,113	\$5,860	\$6,607	\$7,353

- 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 10, 2021**. If the documentation and a

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written report are not received, the organization will not receive the second installment of grant funds.

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 29, 2021 and August 31, 2021.**
7. Applicants proposing improvements to land or vacant lots must provide evidence that property is owned by applicant organization.

SUBMITTAL DATE AND PROCESS

- **Proposals must be received no later than 5:00 p.m. on December 31, 1020. Late submittals will not be accepted.**
- **US Post Mail will be accepted at the following location and must be addressed as follows:**
 - Wayne Metropolitan Community Action Agency
Seeding Wayne County Grant
2121 Biddle, Wyandotte, MI. 48192

You will receive an electronic verification of submission no later than 5:00 PM on January 8, 2021.

Hand Delivered or emailed Proposals will not be accepted

TIMELINE

Application Release Date: November 20, 2020

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

- **December 9, 2020:**
 - 2:00 – 3:30 PM. held virtually

APPLICATION IS DUE BY 5:00 PM December 31, 2020

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

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January 6, 2021 thru January 22, 2021: INITIAL APPLICATION REVIEW BY WAYNE METRO

Applications will be reviewed to determine if they are complete and meet basic eligibility requirements. If the applicant received Seeding Wayne County Grant funding for FY2020, the Grants Manager will examine records to certify the applicant has met all requirements including RAC meeting attendance under the FY2020 agreement.

February 2021: RAC SCORING OF APPLICATIONS

At the February Regional Advisory Council (RAC) meetings, members will discuss and score applications. Wayne Metro will review RAC scores and, it will make the final award decision.

- Feb 1 RAC 1 & 2 12:00 - 1:30, 2:00 - 4:00 respectively
- Feb 2 RAC 3 & 4 12:00 - 1:30, 2:00 - 4:00 respectively
- Feb 3 RAC 5 12:00 - 1:30
- Feb 4 RAC 6 12:00 - 1:30

March 2021: NOTIFICATION OF AWARD

- Applicants will be notified of final award decision no later than **March 3, 2021**

CONTRACT SIGNATURE DATES AND MANDATORY AWARD ORIENTATION

1. **March 5 Memorandum of Understanding will be sent virtually**
Funded programs are issued a contract outlining grant expectations including payment procedures, and data collection and reporting requirements.
2. **March 12 Memorandum of Understanding due**
3. **March 16 MANDATORY Virtual orientation**
An authorized representative from the organization must attend the session.