



## FY2023 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 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. 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:** Strategic Impact Grant is a federally funded project through the Community Services Block Grant (CSBG) Program. Wayne Metro anticipates fiscal year 2023 allocation of award funds for RAC regions will be as follows:

|       |          |       |           |       |           |
|-------|----------|-------|-----------|-------|-----------|
| RAC 1 | \$30,000 | RAC 2 | \$115,000 | RAC 3 | \$115,000 |
| RAC 4 | \$30,000 | RAC 5 | \$30,000  | RAC 6 | \$30,000  |

Grants typically range from \$1,000.00 to a maximum of \$7,500 dependent on the number of awarded applications. However, if the organization has been awarded Seeding funding previously, a maximum of \$8,750 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 April 1, 2023 and August 31, 2023. All receipts and evidence of payment must be submitted no later than 4:00 p.m. on September 8, 2023.**

#### Eligible Entities

1. Local 501 (c)(3) organizations with annual operating budgets of less than \$250,000.
  - o 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 Mini-Grant Program.

**FY2023 Wayne Metro Seeding Wayne County – A Community Funding Initiative**  
**APPLICATION GUIDELINES**

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 Improvements; and (4) Youth and Adult Education.
5. If your organization was awarded Seeding Wayne County funds in 2022, a representative from your organization must have attended at least two (2) RAC meetings between April 1, 2022 through December 31, 2022, to be eligible for 2023 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, 2023 through December 31, 2023. Failure to comply will result in exclusion from future funding consideration.
2. The targeted population must be at or below 200% of the federal poverty limit.
  - a. Fiscal Year (FY) 2022 Poverty Guidelines. *Note: Poverty Guidelines are updated for FY2023 at the time of contract award. Minor income fluctuations expected for FY2023 Poverty Guidelines.*

|                   |          |          |          |          |          |          |          |          |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Household Members | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        |
| Annual Income     | \$27,180 | \$36,620 | \$46,060 | \$55,500 | \$64,940 | \$74,380 | \$83,820 | \$93,260 |

- 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, required Outcomes Report and documentation of expenditure on or before **September 8, 2023**. If the

## FY2023 Wayne Metro Seeding Wayne County – A Community Funding Initiative

### APPLICATION GUIDELINES

client eligibility documentation, written report, or documentation of expenditures are not received, the organization will not receive the second installment of grant funds.

5. Funded Entities must procure general liability insurance policy and name Wayne Metropolitan Community Action Agency as a Certificate Holder before grant monies can be dispersed.
6. Expenses must be incurred between **April 1, 2023 and August 31, 2023.**
7. Applicants proposing improvements to land or vacant lots must provide evidence that property is owned by the applicant organization.
8. Funded entities must participate in the Program Assistant Liaison (PAL) Program and Program Evaluation activities. Failure to participate may affect eligibility and consideration for future funding.

#### SUBMITTAL DATE AND PROCESS:

- **Proposals must be received no later than 4:00 p.m. on Thursday December 29th, 2022. Late submittals will not be accepted.**
- You may submit the application either online or hand deliver a paper copy. **Emailed or mailed applications will not be accepted. Online submission is strongly encouraged.**
  - The online application is available at:  
[https://caspio.wmcaa.us/orgs\\_portal/](https://caspio.wmcaa.us/orgs_portal/)
- **Incomplete applications will not be considered.** To ensure your application is complete, it is strongly recommended that applicants:
  - Attend an Information Session (*details below*)
  - Attend Technical Assistance Open Office Hours. (*details below*)
  - Submit questions regarding the application to [seedinggrant@waynemetrol.org](mailto:seedinggrant@waynemetrol.org). All questions are due by Friday, December 17, 2022.

**WE HIGHLY RECOMMEND THAT YOU SUBMIT YOUR APPLICATION USING THE ONLINE FORM LINKED ABOVE SO THAT WE RECEIVE YOUR APPLICATION ON TIME. LATE APPLICATIONS WILL NOT BE ACCEPTED.**

|                 |
|-----------------|
| <b>TIMELINE</b> |
|-----------------|

**Application Release Date:** Monday November 21, 2022

**Information Session (Recommended):** Grant Program Review & Tips for a Complete and Successful Application

- **Tuesday November 29, 2022:**

## FY2023 Wayne Metro Seeding Wayne County – A Community Funding Initiative

### APPLICATION GUIDELINES

- 5:30- 7:00 pm Virtually via Zoom
- Register here:  
<https://www.google.com/url?q=https://us06web.zoom.us/j/82535310221&sa=D&source=calendar&ust=1668864171726144&usq=AOvVawOG7dXChrZ6OJJ9ISSB4cPM>
- **Wednesday November 30, 2022:**
  - 12:00 - 1:30 pm Virtually via Zoom
  - Register here:  
<https://www.google.com/url?q=https://us06web.zoom.us/j/89002264932&sa=D&source=calendar&ust=1668864171726144&usq=AOvVaw3oGQceo4tyfQ3U3iHTVRYf>

#### **Technical Assistance Office Hours:**

- **Tuesday December 6, 2022: Open Office Hours**
  - 12:00 -1:00 pm In Person at Lakeshore 7310 Woodward, Ste 800 Detroit 48202
- **If you still have questions after attending the Information Session and Open Office Hours, individual appointments are also available from Dec 1, 2022- Dec 17, 2022.**
- **Register here for Technical Assistance:**  
[https://docs.google.com/forms/d/e/1FAIpQLScEOIDoVlPnXi6q6RMKQlps8x13Jjmm8DgMLAAMBUy-D5Z9nQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScEOIDoVlPnXi6q6RMKQlps8x13Jjmm8DgMLAAMBUy-D5Z9nQ/viewform?usp=sf_link)

**Commented [1]:** @jmiddlebrooks@waynemetrol.org this needs a zoom registration link

#### **APPLICATION IS DUE BY 4:00 PM Thursday December 29, 2022**

- Applicants must submit the following documentation:
  1. Completed application
  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 (if applicable)
  6. Property deeds (if applicable)

#### **INITIAL APPLICATION REVIEW BY WAYNE METRO: January 3, 2023- January 20, 2023**

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 FY2022, the Grants Manager will examine records to certify the applicant has met all requirements including RAC meeting attendance under the FY2022 agreement.

#### **RAC SCORING OF APPLICATIONS: February 2023**

At the February Regional Advisory Council (RAC) meetings, members will discuss and score applications. See the Seeding Wayne County Community Funding Initiative Scoring

## **FY2023 Wayne Metro Seeding Wayne County – A Community Funding Initiative**

### **APPLICATION GUIDELINES**

Rubric on the next page for further details on the scoring of proposals. Wayne Metro will review RAC scores and make the final award decision.

- Feb 6 RAC 1 & 4 12:00 - 1:30, 2:00-3:30 respectively
- Feb 7 RAC 2 12:00- 3:00
- Feb 8 RAC 3 12:00- 3:00
- Feb 9 RAC 5 & 6 12:00- 1:30 ; 2:00-3:30 respectively

### **NOTIFICATION OF AWARD: February 2023**

- Applicants will be notified of the final award decision no later than February 28, 2023.

### **CONTRACT SIGNATURE DATES AND MANDATORY AWARD ORIENTATION**

1. **March 16, 2023 Mandatory In Person Orientation & Memorandum of Understanding Signing**  
Funded programs are issued a contract outlining grant expectations including payment procedures, and data collection and reporting requirements. An authorized representative from the organization must attend the session.
2. **March 17, 2023 Signed Memorandum of Understanding due**

## **2023 Seeding Wayne County Grant Scoring Rubric**

**FY2023 Wayne Metro Seeding Wayne County – A Community Funding Initiative**

**APPLICATION GUIDELINES**

|   | <b>3</b>   | <b>2</b>   | <b>1</b>  | <b>Score</b> |
|---|--|--|---|--------------|
| <p><b>Project Goals</b><br/><i>How well does the project clearly fill a need or address a problem? Is the project related to the selected program area?</i></p> | 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.                                |              |
| <p><b>Project Design</b><br/><i>How well does the proposal clearly describe the proposed program or project?</i></p>  | Strong project design and activities that are well defined, fully explained, and link to project goals.                          | Adequate project design with activities that are defined, but project is somewhat unclear. Plan not clearly linked to project goals. | Project design is vague and not clearly linked to project goals   |              |
| <p><b>Budget</b><br/><i>Is the proposed budget reasonable and cost-efficient for the project proposed?</i></p>  | Budget is complete and contains all required information. Budget is cost effective 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 and/or cost-efficient for the proposed project. |              |

**TOTAL SCORE:** \_\_\_\_\_ / 9