

# APPLICANT ORIENTATION

**FY 2017-2018 CDBG, HOME, Scottsdale Cares,  
General Funds  
and Endowment Funds**

# AGENDA FOR TODAY'S MEETING

1. Introductions
2. Funding Packet Overview
3. Calendar of Events
4. Administrative Changes
5. Human Services Staff Evaluation
6. Agency Proposal Evaluation Tool
7. CDBG Funds
8. HOME Funds
9. Scottsdale Cares
10. General Funds
11. Endowment Funds
12. Proposal Submission
13. Staff Contacts
14. Presentation from Human Services Vice-Chair, Marty Day
15. Questions

# INTRODUCTIONS

- ❑ **Marty Day, *Human Services Commission Vice-Chair***
- ❑ **Michelle Albanese, *Community Assistance & Paiute Center Manager***
- ❑ **Justin Boyd, *Housing Coordinator***
- ❑ **Michele Payakovich, *Community Grants Specialist***
- ❑ **Michael Cardenas, *Community Grants Specialist***

# ORIENTATION PURPOSE

- ❑ Provide an overview of the FY 2017/2018 Funding Process for all funding sources
- ❑ Present anticipated Funding Allocations
- ❑ Strengthen your agencies understanding of how to develop a quality Proposal that can successfully compete for funding
- ❑ Review National Objectives, Eligible Activities and Regulatory Concerns
- ❑ Provide staff contacts for technical assistance in the development of your Proposal

# WHY HAVE A COMBINED PROPOSAL PROCESS?

- ❑ All funding sources are considered at one time by the Human Services Commission and City Council
- ❑ Gives a big picture overview of funds requested
- ❑ Allows other funding sources to be used for eligible Proposals
- ❑ All Proposals are submitted to the Community Assistance Office
- ❑ All contracts are administered by the Community Assistance Office

# FUNDING PACKETS OVERVIEW

- ❑ Funding Packets are available online at:  
<http://www.scottsdaleaz.gov/social-services/funding-information>
- Proposal/Allocation Calendar
- Letter from the Human Services Commission Chair
- Notice of Funding Availability
- Eligible Activities and General Information
- Proposal
- Human Services Staff Evaluation
- Agency Proposal Evaluation Tool
- Evaluation Tool Guidelines
- Federal Regulation (CDBG and HOME)
- Budget Requirements for Submittal
- Today's PowerPoint Presentation

# FUNDING PACKETS OVERVIEW CONTINUED

## Funding Information

The funding process for Fiscal Year 2017/2018 is currently open.

### CDBG, HOME, SCOTTSDALE CARES, GENERAL FUNDS AND ENDOWMENT FUNDING INFORMATION

The City of Scottsdale's Community Assistance Office is soliciting applications for FY 2017/2018 for the following funding sources: Community Development Block Grant (CDBG), and HOME funds, Scottsdale Cares, General Funds, and Endowment Funds. The City is requesting eligible proposals to assist population groups identified in the City's Consolidated Plan for programs and services including but not limited to: education programs, job training, health services, transportation services, child care services, in-home senior services, transitional housing and affordable housing. The City will also focus on agencies' ability to integrate, increase and maximize resources. These factors will be taken into consideration when determining which agencies will receive funding. Qualifying organizations must be either tax exempt under Section 501(c)3 of the Internal Revenue Code or be City of Scottsdale programs.

#### Contact Information

##### City of Scottsdale - CDBG & HOME Programs

6535 E Osborn Rd. Building 8  
Scottsdale, AZ 85251 

P: 480-312-7156

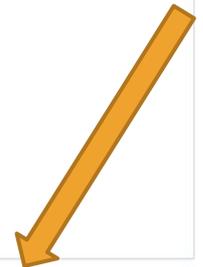
F: 480-312-7761

##### Justin Boyd

Housing Coordinator

P: 480-312-2479

[jboyd@ScottsdaleAz.gov](mailto:jboyd@ScottsdaleAz.gov)



[FY 2017-2018 FUNDING DOCUMENTS](#)

# CALENDAR OF EVENTS

## (KEY DATES)

- ❑ Proposals due on Friday, November 11, 2016 by 4:30 p.m.
- ❑ Responses to Human Services Staff Evaluation are due approximately December 16, 2016.
- ❑ CDBG & HOME Presentations will be held on Tuesday, February 7, 2017.
- ❑ Scottsdale Cares, General Funds and Endowment Funds Presentations will be held on Thursday, February 9, 2017.
- ❑ Human Services Commission formal recommendations to City Council will be held on Thursday, March 23, 2017.
- ❑ City Council votes on approval of CDBG and HOME funding on April 18, 2017.
- ❑ City Council votes on approval of Scottsdale Cares, General Funds and Endowment Funds on June 20, 2017.

# ADMINISTRATIVE CHANGES

- ❑ Response to the Human Services Staff Evaluation will be emailed to the agency contacts listed in the proposal in Mid-December.
  - This will be the only opportunity to present additional information during the funding process.
  - Provide a list containing two different agency contacts with email addresses to ensure timely transmission of the Human Services Staff Evaluation (Proposal, page 1).
  - Any Agency that fails to attend and present for their presentation will receive 0 points for presentation.
  - Any Agency that fails to respond to the Human Services Staff Evaluation or submits their response after the December deadline, will receive a 10 point reduction.
  - Any Agency that fails to attend and present at the agency presentation and doesn't submit a response to the Human Services Staff Evaluation will be disqualified from the funding process.

# ADMINISTRATIVE CHANGES CONTINUED

- ❑ This year 2017-2018, each agency will be limited to submitting **1** proposal per funding source.
  - Will be verified through the agency's Tax ID Number.
- ❑ Scottsdale Cares agencies will not receive more than **15%** of the total funding amount available.
- ❑ General Fund agencies will not receive more than **20%** of the total funding amount available.

# EXAMPLES OF FUNDING CAPS FOR SCOTTSDALE CARES AND GENERAL FUNDS

## Scottsdale Cares 15% CAP

Agency Requested Amount	Estimated Scottsdale Cares Allocation	Agency Requested Amount reduced by	Final Agency Requested amount
\$35,000	\$180,000	\$8,000	\$27,000

## General Funds 20% CAP

Agency Requested Amount	Estimated General Funds Allocation	Agency Requested Amount reduced by	Final Agency Requested amount
\$45,000	\$200,000	\$5,000	\$40,000



# HUMAN SERVICES STAFF EVALUATION

- ❑ Proposals will be reviewed by City Staff to determine general eligibility and completion.
- ❑ Human Services Staff will analyze the content of each application, and compile clarifying inquiries, if warranted.
- ❑ Finalized Human Service Staff Evaluations will be emailed to each agency by approximately December 9, 2016.
  - Responses are required by approximately December 16, 2016. This will be the only opportunity to present additional information during the proposal process.
- ❑ Responses will be included in the funding documents prepared for the Human Services Commission for review and scoring.

# AGENCY PROPOSAL EVALUATION TOOL

- ❑ Tool used by Human Service Commission to rank Proposals
- ❑ Refer to Evaluation Tool as you fill out the Proposal
- ❑ Section 6: Demonstrated Capacity will be evaluated and scored by City staff
- ❑ Simplified Evaluation Tool for Endowment Funds

# EVALUATION TOOL GUIDELINES

- ❑ Provided in Funding Packets available at:  
<http://www.scottsdaleaz.gov/social-services/funding-information>
- ❑ Guidelines utilized by Human Service Commissioners to accurately complete the Agency Proposal Evaluation Tools
- ❑ Identifies criteria for scoring sections of the Agency Proposal Evaluation Tools
- ❑ Distinguishes where information can be referenced in the proposal

# CDBG FUNDS

# NATIONAL OBJECTIVES

- **Projects must meet one of the following:**
  - **Primary Benefit to Low and Moderate Income Persons**
  - **Prevention or Removal of Slum and Blight**
  - **Mitigation or Elimination of a Certified Emergency Condition (e.g. major catastrophes or emergencies such as floods and earthquakes).**

# TYPES OF ELIGIBLE PROJECTS

- ❑ Acquisition of Real Property
- ❑ Disposition (disposal of real property)
- ❑ Historic Preservation
- ❑ Housing Rehabilitation
- ❑ Housing Services
- ❑ Lead Based Paint Hazard Removal
- ❑ New Housing Construction
- ❑ Program Administration Costs (generally reserved for the City exclusively)
- ❑ Public Facilities and Improvements
- ❑ Public Services
- ❑ Relocation
- ❑ Removal of Architectural Barriers

# TYPES OF PROPOSALS

## □ CDBG Proposals

- Public Service
- Housing
- Facilities

# HOUSING PROPOSALS

- ❑ For acquisition activities, attach the following narrative on a separate sheet:
  - Project Timeline
  - Fair Market Value of Property
  - Relocation Information
  - Environmental Information

# FACILITY PROPOSALS

- ❑ For facility activities, attach the following narrative on a separate sheet:
  - Construction scope of work and estimates
  - Construction plans for associated project (if available)
  - Construction timeline
  - Construction cost contingency (for project cost overruns)

# SIGNIFICANT REGULATORY CONCERNS

- ❑ Environmental Reviews
- ❑ Davis-Bacon Wages
- ❑ Section 3
- ❑ Procurement
- ❑ Relocation
- ❑ City Plan Review
- ❑ Conformance with Current Land Use

# ANTICIPATED CDBG ALLOCATION

Total CDBG Allocation	\$	941,577
Less: Admin Allocation of 20%	\$	<u>(188,315)</u>
<b>Net CDBG Funds to Allocate</b>	<b>\$</b>	<b>753,262</b>
<b>Public Service Allocation of 15%</b>	<b>\$</b>	<b>141,237</b>
<b>Non-Public Service Allocation of 65%</b>	<b>\$</b>	<b>719,608</b>

*(includes \$107,583 in reprogrammed funds)*

\*The City reserves the right to retain CDBG funds for specific activities.



# MONTHLY REPORTING

## Focus on:

- Number of persons or households assisted
- Demographics
- Income Levels
- Due by the 15<sup>th</sup> of each month

# REIMBURSEMENT REQUIREMENTS

- ❑ Comply with all insurance requirements
- ❑ Copies of supporting documentation (e.g. timesheets, payroll ledgers, invoices and proof of payment)
- ❑ If paying for salaries must be able to identify time spent to Scottsdale funded activity (direct services)
  - Ineligible reimbursement expenses include, but are not limited to over-time, paid time off and retro pay
- ❑ Submit **ONLY** one (1) copy of your reimbursement request

# HOME FUNDS

# ELIGIBLE PROJECTS

- Acquisition/Rehabilitation of Multi-Family
- New Construction of Multi-Family
- Housing Rehabilitation
- Homeownership

# ANTICIPATED HOME ALLOCATION

Total HOME Allocation	\$ 274,946
Less: 15% CHDO Set-Aside	\$ (41,242)
Less: Maricopa County Admin of 5%	\$ (13,747)
Less: Scottsdale Admin of 5%	\$ (13,747)
<b>Estimated HOME Funds Available</b>	<b><u>\$206,210</u></b>

# HOME PROPOSAL AND ATTACHMENTS

## □ Required Attachments:

- Project Narrative
- Detailed Project Budget
- Letter of Firm Commitment from each Match Provider
- Organization Performance Narrative
- List Other Grant Mandated Program Requirements
- Pro Forma (only for proposed Rental Projects)
- Market Demand Study
- Market Demand Study Certification

# HOME MARKET DEMAND STUDY

- ❑ This year agencies applying for HOME funds will need to complete a HOME Market Demand Study and Market Demand Study Certification.
- ❑ Please complete Market Demand Study, Prepared by Section of the Certification captured below:

To the best of our knowledge, all data contained in this report is correct to the extent that the local, State of Arizona, and federal recording agencies and demographic suppliers accurately record and publish this data. All projections are based on current professionally accepted methodology.

The market analyst made a physical inspection of the market area, reviewed all relevant data, conducted personal interviews with local apartment managers (where applicable), government officials, local real estate professionals, and service providers in order to establish the conclusions for this report.

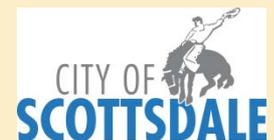
Market Demand Study Prepared By: \_\_\_\_\_

(Print Name and Title)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)



# CHDO CERTIFICATION AND QUALIFYING CRITERIA

- Certification Form of Low-Income Status for CHDO Board Members
- Board Resolution (if applicable)

# MONITORING PROCESS

## Focus on performance:

- Regulatory compliance
- Financial Management Documentation
- Reporting

# QUARTERLY REPORTING

## Focus on:

- Number of persons or households assisted
- Demographics
- Income Levels
- Due by the 10<sup>th</sup> of July, October, January and April

# REIMBURSEMENT REQUIREMENTS

- ❑ Comply with all insurance requirements
- ❑ Copies of supporting documentation (e.g. timesheets, payroll ledgers, invoices and proof of payment)
- ❑ If paying for salaries must be able to identify time spent to Scottsdale funded activity (direct services)
  - Ineligible reimbursement expenses include, but are not limited to over-time, paid time off and retro pay
- ❑ Submit **ONLY** one (1) copy of your reimbursement request

# SCOTTSDALE CARES

# ELIGIBLE ACTIVITIES

- ❑ Promote the positive development of youth, adults and seniors
- ❑ Strengthen the capability of families and the self-sufficiency of adults
- ❑ Assist Scottsdale residents of all ages to address crisis needs

# ANTICIPATED ALLOCATION

- ❑ \$180,000 from Utility Bill Donations to the Scottsdale Cares Program
- ❑ Amount Tentative as its appropriated by the City Council

# GENERAL FUNDS

# ELIGIBLE ACTIVITIES

- Brokerage Services (agencies providing services in City of Scottsdale Human Services facilities)
- Domestic Violence Shelter Services
- Legal Services
- Regional Shelter Services
- Services for Seniors

# ANTICIPATED ALLOCATION

- ❑ \$200,000 from the City of Scottsdale General Funds
- ❑ Amount Tentative as it is appropriated by the City Council

# REIMBURSEMENT REQUIREMENTS

- ❑ Comply with all insurance requirements
- ❑ Invoices and Performance Reports
  - Due by September 20<sup>th</sup> and January 20<sup>th</sup>
  - Contracts over \$ 25,000 require an additional report submitted by April 20<sup>th</sup>
  - Final report submitted by June 20<sup>th</sup> for all contracts
- ❑ Submit only one (1) copy of your invoice, reimbursement request

# ENDOWMENT FUNDS

# ENDOWMENT FUND CATEGORIES

Qualifying organizations shall be either City of Scottsdale programs or organizations that are tax exempt under Section 501(c)(3) of the Internal Revenue Code.

- The Scottsdale Community Endowment Fund
  - is used to carry out the purposes of community projects and programs for the public good within the city
  
- The Herbert R. Drinkwater Youth Fund
  - is used to support City of Scottsdale youth programs

# ANTICIPATED BUDGET

- ❑ A total allocation of \$8,100 is expected to be available, between the two funds.
- ❑ Amount Tentative until appropriation is approved by the City Council

# PROPOSAL SUBMISSION

# PROPOSAL SUBMITTAL FOR ALL FUNDING SOURCES

- ❑ 1 signed original copy of the proposal and checklist
- ❑ Faxed submissions will not be accepted.
- ❑ All material submitted must be on standard white 8½ x 11 paper.
- ❑ The original proposal is not to be permanently bound in any way.
- ❑ Do not include extraneous material, unnecessary packaging or a letter of transmittal.
- ❑ In addition to the signed original, please email your proposal in Word™ format only to:  
[HSGrants@ScottsdaleAZ.gov](mailto:HSGrants@ScottsdaleAZ.gov) (signatures are not required on Word version)

# BUDGET SUBMITTAL FOR ALL FUNDING SOURCES

9. City Funds will pay for the following costs. Actual costs reimbursed under the contract will be those costs directly attributable to this program. (Refers to Program Budget Summary located on the next page.)

## Personnel Services:

(For example, list FTE position(s) that this funding will pay for.)

Bus Drivers: Hiring 4 part-time bus drivers at \$12.19/hour (including taxes).

- Hiring/Training Costs: Background check: \$5 per employee.x4=\$20 CPR/First Aid Certs: \$10/employee.x4=\$40 (Total: \$60 for ERE)
- Training: \$8.78/hour (including taxes) per driver for 16 hours of training per driver \$8.78x4x16x= \$561.92 (Total: \$562)
- Special Event/Program Services: 2 drivers per day for 6 hours at \$12.19 an hour for 12 days a year. 6x\$12.19x12x2=\$1755 (Total: \$1,755)
- Membership Retention Specialist (duties: trip planning, outreach, registration) 12 hrs./mo. X 12mo x \$12.26/hour (including taxes). (Total: \$1,765)

Total Salaries: \$4,082

Total ERE: \$60

**TOTAL: \$4,142**

## Contracted Services:

(Explain in detail what contracted services will pay for, especially professional services.)

Bus expenses

- Vehicle Insurance: \$1,375/year x 2 busses=\$2,750
- Vehicle Maintenance: \$1000/year x 2 busses=\$2,000
- Gas: \$60/bus/week x12 weeks/year x 2 busses= \$1,440

**TOTAL: \$6,190**

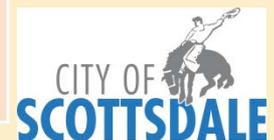
## Supplies & Miscellaneous:

(Explain in detail what funding will be used for.)

Program and office supplies:

- Start Up Supplies: Clipboards, pens, binders: \$44
- First Aid and Emergency Supplies for busses (bandages, water, blankets): \$20/bus per month x 12 months x 2 busses=\$480
- Copy expense of forms: \$.08/copy x 150 copies per month x 12 months=\$144

**TOTAL: \$668**



# BUDGET SUBMITTAL FOR ALL FUNDING SOURCES (CONTINUED)

## TOTAL PROGRAM BUDGET SUMMARY

Funding Year: 7/01/2017 - 6/30/2018

Agency Name: XYZ

Program Name: ABC

Revenues	Column A	Column B	Committed - C or Tentative - T	Sum Total of (A+B)
	City of Scottsdale	Other Sources		TOTAL
City of Scottsdale – General Fund	\$11,000		T	\$11,000
Out Sourced		\$794	C	\$794
Contributions		\$794	C	\$794
<b>TOTAL PROGRAM REVENUES</b>	<b>\$11,000</b>	<b>\$1,588</b>		<b>\$12,588</b>
<b>Expenditures</b>				
<b>Personnel Services:</b>				
ERE	\$4,082			\$4,082
Personnel Services	\$60			\$60.00
<b>Contracted Services:</b>	\$4,142			\$4,142
Telephone				
Utilities				
Rent				
Insurance				
Other (specify) Gas for busses	\$1,440			\$1,140
Other (specify) Promotional		\$1,000		\$1,000
Other (specify) Liability Insurance	\$2,750			\$2,750
Other (specify) Bus Maintenance	\$2,000			\$2,000
<b>Contracted Services</b>	\$6,190	\$1,000		\$7,190
<b>Supplies &amp; Miscellaneous:</b>				
Office Supplies	\$44	\$200		\$244
Building Materials				
Printing/Duplication	\$144	\$148		\$292
Other (specify) First Aid/Emergency	\$480	\$240		\$720
<b>Total Supplies &amp; Miscellaneous</b>	\$668	\$588		\$1,256
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$11,000.00</b>	<b>\$1,588</b>		<b>\$12,588</b>



# BUDGET WEBSITE

## FY 2016-2017 Funding Documents

### ADDITIONAL FUNDING INFORMATION

-  Applicant Orientation Powerpoint - [362KB]
-  Budget Submission - [343KB] ←
-  Funding Calendar - [93KB]
-  Notice of Request for Proposals - [47KB]
-  Propective Applicant letter - [206KB]

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

ENDOWMENT

GENERAL FUNDS

HOME

SCOTTSDALE CARES

### Contact Information

#### City of Scottsdale - CDBG & HOME Programs

6535 E Osborn Rd. Building 8  
Scottsdale, AZ 85251 

P: 480-312-7156

F: 480-312-7761

#### Justin Boyd

Housing Coordinator

P: 480-312-2479

[jboyd@ScottsdaleAz.gov](mailto:jboyd@ScottsdaleAz.gov)

# STAFF CONTACTS FOR QUESTIONS OR CONCERNS:

- CDBG Public Service
- CDBG Housing
- CDBG Facilities
- HOME
- Scottsdale Cares
- General Funds
- Endowment Funds
- Program Budget Technical
- Assistance

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**Michael Cardenas**

*Community Grants Specialist*

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**MARTY DAY,  
HUMAN SERVICES COMMISSION VICE-CHAIR**

**Presentation**

# ADMINISTRATIVE CHANGES

- ❑ In Fiscal Year 2017/2018, the Human Services Commission will have an increased focus on:
  - Any Agency that fails to attend and present for their presentation will receive 0 points for presentation.
  - Any Agency that fails to respond to the Human Services Staff Evaluation or submits their response after the December deadline, will receive a 10 point reduction.
  - Any Agency that fails to attend and present at the agency presentation and doesn't submit a response to the Human Services Staff Evaluation will be disqualified from the funding process.
  - Scottsdale Cares agencies will not receive more than 15% of the total funding amount available.
  - General Fund agencies will not receive more than 20% of the total funding amount available.

**QUESTIONS?**