



## **COMMUNITY COALITION GRANT PROGRAM**

## **NOTICE OF FUNDING AVAILABILITY**

and

## **PROGRAM GUIDELINES RESTRICTED TO THE FOLLOWING COMMUNITIES**

## **ORANGE MOUND AND BINGHAMPTON**

**Opportunity Open: June 21, 2023**

**Deadline: July 21, 2023, 4:00 p.m. CST**

# COMMUNITY COALITION GRANT PROGRAM (CCP)

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## **What is the Community Coalition Program?**

The mission of Community Coalition Program (CCP) is to provide an open forum in which stakeholders may discuss and resolve community issues collectively, advocate for a better quality of life, engage collaboratively with government and nonprofit services within the community to support the organizational growth of each of their respective entities and the overall community. CCP is a program that seeks to incorporate the recommendations of the Memphis 3.0 Comprehensive Plan. It establishes a formal process to support community coalitions to broaden citizen engagement.

The Community Coalition is a neighborhood-based committee consisting of neighborhood leaders which will represent the interests of community stakeholders in the community. The Community Coalition will bring issues and concerns to the attention of the responsible party, propose solutions, and serve as a sounding board for initiatives affecting the neighborhood. The Community Coalition serves as the entity that advises government, nonprofit organizations, and other community-based agencies on the delivery of services to the residents of the community. The CCP is open primarily to grantees of the City of Memphis', Division of Housing and Community Development's CCP. Each organization may be represented by up to two representatives. Three slots are set aside for the inclusion of ad hoc members from the community. The Community Coalition is facilitated by a Neighborhood Technical Assistance Advisor. The role of the advisor will be to provide technical support to grantees in fulfilling commitments per their grant agreement. The Orange Mound community of which is defined as all land within the following census tracts: 47157006600, 47157006700, 47157006800, 4715007000 and 47157007900 bounded by Airways Blvd., Southern Avenue, Semmes St., Barron Ave, Kimball Ave., and Lamar Av., primarily the 38111 zip code; and the Binghamton Community of which is defined as all land within the following census tracts: 47157001500, 47157002800, 47157003000, and 47157002700 bounded by Summer Avenue(North), Poplar Avenue (South), North Holmes Street (East), and east Parkway North (West, primarily the 38112 zip code.

# SUMMARY

## Notice of Funding Availability

### COMMUNITY COALITION GRANT PROGRAM

#### Funding Source: Community Development Block Grant (Federal Funds)

The City of Memphis-Division of Housing and Community Development has set aside Community Development Block Grant (CDBG) funds for the Community Coalition Grant Program. This **technical assistance program** will support recommendations of the Memphis 3.0 Comprehensive Plan to support, build, and expand community coalitions to broaden civic engagement. The program will provide grants to neighborhood associations, watch groups, and other community organizations that are certified as non-profits with the goal of ensuring city residents and communities continue to be engaged and set priorities. **Applicants must have served the community for the last three years AND commit to serving on the community coalition up to five hours monthly.** The City Council also seeks to establish a formal process to support community coalitions to broaden citizen engagement, planning and community programming.

Funds may be used to plan and implement projects that will enhance the lives of people living in low-to-moderate income neighborhoods. **The projects must be completed by June 30, 2020.** Funded projects may not begin prior to the execution of a formal agreement with HCD.

Non-profit organizations are encouraged to apply for a **minimum of \$2,500 and up to \$7,500**, for neighborhood-oriented projects, events, and activities (i.e. projects benefiting seniors, youth, crime/safety awareness, education, health awareness, beautification, and much more) that impact the social and physical well-being and quality of life of residents.

An **informational session** will be held to discuss the program and provide guidance in completing the application, **11:00 a. m. to 12:30 p. m., June 21, 2023, at the Benjamin L. Hooks Central Library, 3030 Poplar Avenue, Memphis, TN.** Applications will be available on the City of Memphis - Housing and Community Development webpage ([www.memphistn.gov](http://www.memphistn.gov)) **on June 21, 2023.**

The **deadline** for submission of applications is **July 21, 2023 by 4:00 p.m.** Applications must be submitted online by the deadline date and time. Interested parties should call (901) 636-7387 or (901) 636-7300 for more information.

*The vision of HCD is to make Memphis a world-class city by facilitating and delivering resources and services that improve the quality of life for every neighbor and neighborhood.*

# COMMUNITY COALITION GRANT PROGRAM (CCP)

**Funding Source:** Community Development Block Grant (CBDG)

**ELIGIBLE APPLICANTS:** Nonprofits Organizations (must have served the target area within the last 3 yrs.)

**ELIGIBLE ACTIVITIES:** Neighborhood Revitalization; Economic Development

**MINIMUM:** \$2,500

**MAXIMUM:** \$7,500

**OPEN:** June 21, 2023, exceptions)

**CLOSES:** July 21, 2023, at 4:00 p.m. CST (no

## PROGRAM DESCRIPTION

The City of Memphis - Division of Housing and Community Development (HCD) '**Community Coalition Grant Program**' (CCP) is seeking to fund projects that strengthen neighborhood groups; help residents build collective capacity and empowers; create safe environments; improve neighborhood conditions; and create opportunities for neighbors to connect through community coalitions through **community revitalization or economic development opportunities**.

The City of Memphis-Division of Housing and Community Development has set aside Community Development Block Grant (CDBG) funds for the Community Coalition Grant Program. The grants must be used to plan and implement projects that will enhance the lives of people living in low to moderate-income neighborhoods. This **technical assistance program** will support recommendations of the Memphis 3.0 Comprehensive Plan to support, build, and expand community coalitions to broaden civic engagement. The program will provide grants to neighborhood associations, watch groups, and other community organizations that are certified as non-profits with the goal of ensuring city residents and communities continue to be engaged and set priorities. **Applicants must commit to serving on the community coalition up to five hours monthly.**

Grants ranging from **\$2,500 to \$7,500** will be awarded to local non-profit-groups and associations that have been active in the target community for three years or more. Grant applications will be reviewed by a committee and will be awarded based on a point system and how closely the project aligns to promoting community pride, community building, and sustainability. Technical Assistance will be provided by HCD staff or its designee.

This program is designed to provide CCP funds as seed money for the purchase of supplies, materials, goods, and services directly related to the implementation of a project or program that improves the lives of people living in low and moderate-income neighborhoods. All activities must be implemented within the city limits of Memphis (and specifically the **Orange Mound** and **Binghampton** Communities. Activities must involve neighborhood residents in the identification, planning or execution of the proposed activity. The applicant must provide along with the application, documented matching resources in dollars, in-kind contributions, or volunteerism that equals or exceeds 25% of the grant amount requested. Volunteer labor is valued at \$15.00 per hour per person.

## **PROGRAM OBJECTIVES**

CCP grant activities must meet one or more of the National Objectives specified for the CDBG program contained in the Code of Federal Regulations, Title 24, Part 570. For this program, all grant activities must benefit low- and moderate-income persons.

## **CDBG ELIGIBILITY REQUIREMENTS (COMPLIANCE)**

All activities must meet CDBG guidelines and regulations established by the US Department of Housing and Urban Development (HUD), and the City of Memphis, HCD. CCP funding grantees may not discriminate, restrict, encourage, or discourage participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. The applicant must actively seek or encourage participation from everyone residing in or operating businesses in the target neighborhood. Only one grant award per agency is permissible annually.

Grantees must serve on the Community Coalition which will be created as a result of this program. Grantees must commit up to five hours a month and 60 hours annually to the Council. Grantees are also required to maintain and report demographics and statistics of its project beneficiaries in a monthly report describing its activities and accomplishments.

### **Eligible Organizations**

Organizations must have actively served the target community over the last three years. Local nonprofit organizations implementing a project designed to improve the lives of residents in low to moderate-income neighborhoods are eligible. While churches are eligible to apply for CCP funds, the proposed activity must not be religiously oriented. In addition, the activities may not be religious in nature, directly or indirectly, or be limited to or predominantly for members of specific churches. It is recommended that church or religious groups contact the HCD Grants Coordinator to discuss the restrictions before completing the application, if unsure.

Applications will not be accepted from organizations that have failed to satisfactorily complete the CCP funding application or follow the required format.

## **Eligible Projects**

All projects must benefit low to moderate income individuals and households within the City of Memphis and the targeted community. Projects must meet the "Area Benefit" Project Type.

## **Examples of Eligible CCP Projects**

### **Neighborhood and Housing Revitalization/Improvement Projects**

These are physical improvement projects that make neighborhoods better places to live, work, play, or shop. Proposals will be reviewed for compliance with applicable laws and City policies. All neighborhood-based activities must be identified on a map at time of application. Please note that applicants proposing landscaping or beautification projects must provide detailed plans of their projects prior to receiving funds. Contingencies and restrictions apply to projects in this category.

If any type of tool is requested, include your plan for storing and maintaining the tool(s). Examples of eligible activities in this category include:

- Landscaping and beautification projects
- Tree planting
- Community gardens
- Neighborhood signs
- Shelters or playground improvements
- Murals
- Neighborhood clean-up events
- House painting/fix up repair projects
- Handicap ramps

*Note that Fundraising is not an eligible project activity under CCP grants.*

HCD reserves the right to deem ineligible, any activity it believes is not appropriate or incongruent for funding under the CCP program.

## **Eligible CCP Activities**

CCP grant activities must be an eligible activity as outlined in the Code of Federal Regulations, Title 24, Part 570 at Sections 201-205.

CCP funds may be used as seed money for the purchase of supplies, materials, goods, and services directly related to the implementation of the project.

## **The following criteria must also be met**

- Must provide a targeted community benefit.
- Must provide and document matching resources in dollars, in-kind contributions, or volunteerism that equals or exceeds 25% of the grant amount requested.
- Activities must be implemented within the city limits of Memphis.
- Must involve neighborhood residents in the identification, planning, or execution of the proposed activity.
- Must comply with all applicable local and federal health, safety and/or legal regulations.
- Projects should be designed to provide assistance to the broader community rather than individuals.
- Cannot duplicate an existing private or public program that is already available to the targeted beneficiaries or community. It must be a new service or program; or increase in level.
- Cannot support existing services or operating budgets of organizations that are already available to the targeted beneficiaries or community. Must be new.

**Funding Source:** The City has allocated a portion of its CDBG entitlement to fund the Community Coalition Grant Program (CCP) for technical assistance activities provided by local community based groups to carry out **neighborhood revitalization or economic development activities.**

**Time Frame of Project Implementation:** Projects may begin upon completion of a fully executed contract *and* must be completed by **June 30, 2024**. No project expenses incurred prior to or after this time frame are eligible for reimbursement.

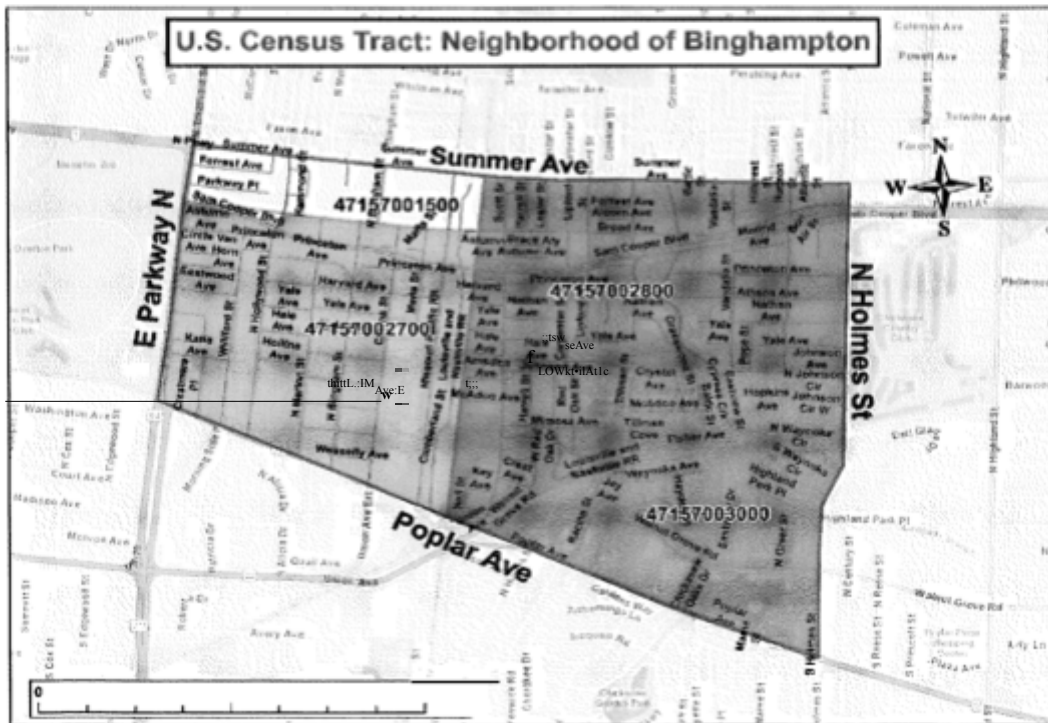
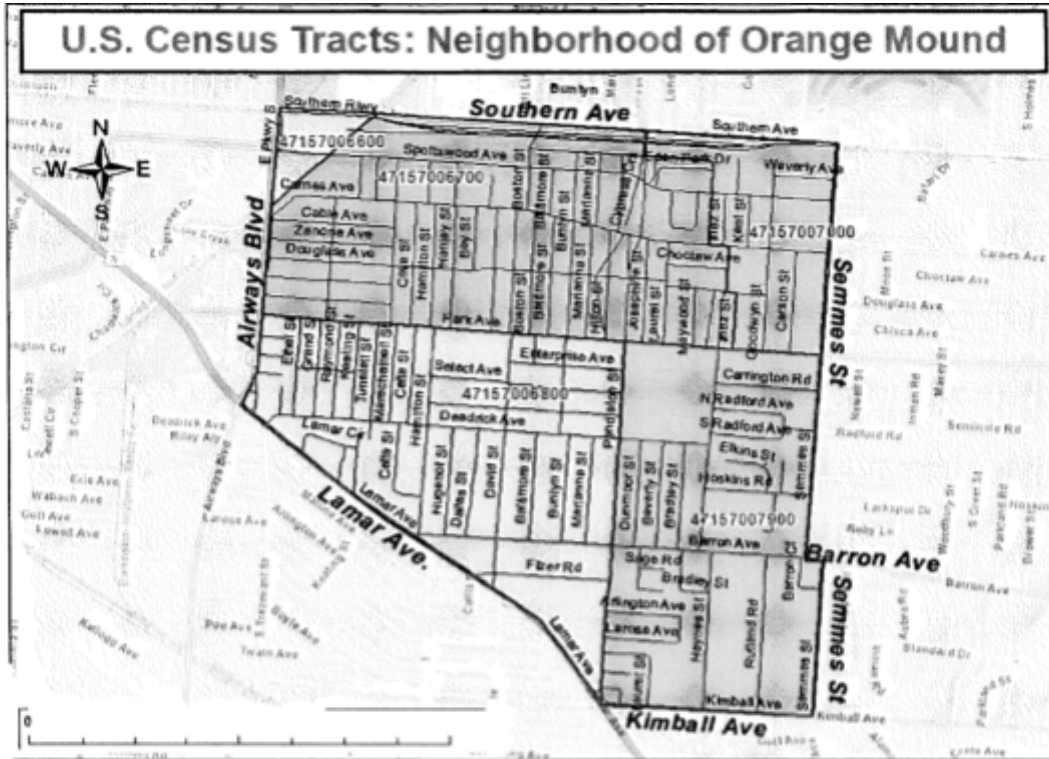
**For Application Assistance Contact:** Tonya Johnson, HCD, Grants Coordinator at (901) 636-7387 or via e-mail at [tonya.johnson@memphistn.gov](mailto:tonya.johnson@memphistn.gov).

## **Project Type - Area Benefit**

Area Benefit projects are activities that benefit an entire neighborhood that has been designated having a majority of households (51%) that are low to moderate incomes. These projects are restricted to the census block identified on the map below that fall within the boundaries of the Orange Mound Neighborhood.



# TARGET PROGRAM AREAS - ORANGE MOUND AND BINGHAMPTON



## Matching Criteria

Applicant organizations must pledge, secure, and then document resources to match the funds requested. A minimum of **25% match** of the grant request is mandatory. For example, a \$2,500 grant request requires a minimum of a \$625 value match. Matches may include cash, in-kind donations or volunteer labor.

These match elements may be blended to make the required total match, provided each match element is truly needed to complete the project. To maintain neighborhood involvement, the match resources will ideally come from the targeted community in which the activity will take place.

In the application, the applicant must demonstrate that the match will be under its control at the *start* of the project. Control of the match can be demonstrated in a variety of ways. For example, control of a cash match can be demonstrated by bank statements or signed pledge sheets. Pledge sheets can also be used for volunteers' time commitments. Letters from donors stating their commitment to contribute and the value of the donation can be used. Letters from contributors of professional services stating their commitment to participate and the market value of their services is also acceptable.

Volunteer labor will be valued at \$15.00 per hour for calculating the value match. The value of professional services counted toward the match shall be based upon the reasonable and customary value of the service rendered.

Time devoted to planning the projects, preparing the application, and fund raising will not be considered part of the match. Technical assistance from the City will be available to help applicants prepare their applications and value their match but may not be counted as part of the matching calculation.

For all elements of the match, the applicant must be prepared to justify that the amount and types of contributions proposed are accurate projections and appropriate to the proposed project. The proposed match elements must be expended during the project's implementation. To be credited as match, all resources provided by the applicant just be expended after award of the grant by the City and by the completion date of the project.

You must include match documentation with your application and in your first or final report, whichever is applicable.

## Project Selection Criteria

CCP funds are intended as seed money to assist groups in implementing volunteer-sponsored neighborhood projects. Projects submitted for consideration should aim to achieve measurable results in areas such as physical improvements to housing, community beautification and safety, and other innovative programs that contribute to the enhancement of community life.

## Approval Process

The CCP funds are limited to a **minimum of \$2,500 and maximum of \$7,500 per organization annually**. Applications that are incomplete or are submitted after the deadline will not be considered for the advertised funding round.

**Scope of Services to Be Performed:** The project's intent, general work plan (with performance measures and outcomes), and scope of services as described in the contract (once executed) must be the same as that contained in the approved application. Once a grant has been awarded, the scope of services or the budget cannot be changed without prior written approval by authorized HCD staff. Upon approval by HCD staff, minor revisions to the specific scope and budget may occur to accommodate circumstances or information that becomes available between the time of the application, contract execution, and completion of the project. Significant project or budget revisions must receive written approval prior to implementation of any changes. It is the Subrecipient's responsibility to understand the expectations of the scope of services to be performed prior to signing the Subrecipient Agreement.

**Budget:** The Subrecipient must implement the CCP project in accordance with the approved budget. Applicants should submit a proposed budget with as much detail as possible. The Subrecipient is responsible for expenditures above and beyond the funds approved and described in the contract. The Subrecipient may not change budget line items without obtaining written approval by authorized HCD staff.

**Disbursement of Funds:** Prior to execution of a Subrecipient Agreement with the City of Memphis, Subrecipients Funds must be distributed for expenses incurred by the Subrecipient in accordance with the Agreement's scope of services and budget. HCD staff will work with the Subrecipient to determine the best method of awarding funds to accomplish the proposed project. Reimbursement will be made upon the presentation of original receipts and invoices for eligible expenses and a detailed description of expenditures. Reimbursement cannot be approved for ineligible expenditures or eligible expenditures with lost or vague receipts. HCD staff makes the final decision whether a tendered receipt is eligible and valid.

Subrecipients will be expected to spend grant funds in a timely manner. Subrecipients who cannot spend all or part of their grant, should notify HCD staff so that unexpended funds may be reallocated. Grant funds are not transferable by the Subrecipient to another party.

**Changes in Subrecipient Agreement:** The Subrecipient may not change the terms or provisions in the Subrecipient Agreement or substitute approved budget line-item expenditures without prior written approval by authorized HCD staff.

**Records and Report s:** The Subrecipient is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the CCP grant, and to make monthly reports to the HCD Division describing its activities and accomplishments. The Subrecipient must agree to maintain its CCP records and copies of reports for a minimum of three (4) years per CDBG regulations from grant closeout. Subrecipients who are late with reports may be suspended from applying for future CDBG/CCP funds during the next funding round.

**Audits, Inspections, and Monitoring:** The HCD Division will audit and/or monitor the progress of the Subrecipient via monthly reports and on-site monitoring visits. The Subrecipient must facilitate monitoring visits and have appropriate records and copies of reports available for inspection upon request by the HCD Division and/or HUD. **Suspension or Termination of Subrecipient Agreement:** Suspension or termination may occur if the Subrecipient materially fails to comply with any term of the Subrecipient Agreement or other federal, state, or local statutes and regulations governing the City with respect to compliance, whether herein stated or not.

**Subsequent Grants:** Continuous CCP grants are not guaranteed and should not be relied upon as sustaining funds. Subrecipients may not be awarded future CCP grants until the first funded project has been successfully completed and a satisfactory project completion report is filed. Subrecipients that have failed to carry out projects satisfactorily will not be eligible to apply again for at least one year from the time the Subrecipient has been deemed noncompliant.

**Other Requirements:** Projects under Subrecipient Agreement with the City of Memphis must be in compliance with all applicable federal, state, and local laws. Projects involving public property must receive the permission of the appropriate governmental jurisdiction to enter onto public lands. Projects involving private property must have the permission of the property owner(s) involved. It is the responsibility of the applicant to obtain appropriate permission and any permits normally required for particular activities (e.g. street use permits). Permitting fees may be incorporated into the budget at the time of application.

It is the responsibility of the applicant to obtain written waivers of liability from all volunteers before commencement of the project.

**Fiscal Agent:** Applicants without the capacity to use the reimbursement method for expenditures may work with a fiscal agent. Examples of potential fiscal agents include churches and non-profit organizations.

**City Disclaimer:** The City reserves the right to revise CCP program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

## Technical Assistance

HCD staff will assist applicants in the preparation of their CCP application. It is best, however, to make an appointment as early in the planning process as possible. Please do not wait until just days before the deadline to request assistance, as staff may not be able to give you the time necessary to assist you fully.

*While staff will be available to provide guidance on the grant process, the applicant is ultimately responsible for successfully completing the application and all necessary reports related to CCP funding. It is the applicant's responsibility to ask questions or follow up on any issues that are not clear.*

**Contact (Online Submission Process and Technical Assistance)**

**Tonya Johnson, Grant Coordinator**

**(901) 636-7387 - [Tonya.Johnson@memphistn.gov](mailto:Tonya.Johnson@memphistn.gov)**

**Contact (CCP Program Specific Questions )**

**Sherman Robinson, Community Coalition Program**

**(901) 636-7300 - [Sherman.Robinson@memphistn.gov](mailto:Sherman.Robinson@memphistn.gov)**