



Michigan Community Center Grant Application Booklet

Proposals must be submitted by 5 p.m. August 31, 2023 via EGrAMS
 Michigan Department of Labor and Economic Opportunity (LEO)
 Michigan Community Service Commission (MCSC)

The Michigan Community Service Commission (MCSC) and the Michigan Department of Labor and Economic Opportunity (LEO) prepared this Grant Application Booklet to assist you in preparing your Michigan Community Center Grants application. A sample application with all questions as listed in the online application is available on our website: Michigan.gov/CommunityCenterGrants.

All applicants must complete their application in the EGrAMS Grants Management’s online application system. Paper applications and supporting materials will not be accepted and will be considered ineligible. The EGrAMS Online Application System is available at <https://egramsmi.com/LEO>. You will begin the application by creating a user profile affiliated with LEO. Once your profile is complete, find the Community Center Grant Application.

It is strongly recommended that you review all information in conjunction with the online application in EGrAMS before you begin to prepare your application. Please use this Guide and the sample application form to assist you in your application for the Community Center Grant program.

Grant Process

1. Register or update your organization in the System for Award Management (SAM).
2. Report or obtain a Unique Entity Identifier Number and Employer Identification Number.
3. Register in Sigma, Establish an EGrAMS account, and initiate application.
4. Write a high-quality proposal that is responsive to the RFP.
5. Submit application in EGrAMS by 5 p.m. August 31, 2023.

Community Center Grants Schedule

Date	Activity
June 29, 2023	RFP Posted
July 12, 2023	Community Center Grant webinar .
July 13, 2023	EGrAMS webinar
August 31, 2023	Deadline for Submission
October 23, 2023	Awardees Notified
October 30, 2023	Project Agreements issued to successful applicants
December 31, 2024	All awarded grant funds must be committed to third-party contracts
October 31, 2026	All grant funded projects must be complete

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I. Technical Assistance

It is highly recommended that you register and participate in the webinars being provided to assist in preparing your grant application. A recording will be sent to all who register for the webinar.

1. **Community Center Grant Webinar** will be held at 10 a.m. on July 12. Register in advance for the [Community Center Grant webinar](#). The webinar will be recorded and made available after the presentation.
2. **EGrAMS Webinar** will be held at 11 a.m. on July 13. Register in advance for the [EGrAMS webinar](#). The session will be recorded and made available after the presentation.

After you have attended the webinars, additional technical support and individual assistance can be received by contacting Community Center Grants Management Team at MICCentergrants@michigan.gov.

II. Grant Purpose and Intent

The Michigan Department of Labor and Economic Opportunity is accepting applications from organizations to support Community Center programming and/or building/renovation projects with the intent of lifting people out of poverty and above the [ALICE](#) (Asset Limited Income Constrained, Employed) threshold, especially as it pertains to the effects the COVID-19 pandemic had on this population.

The MI Community Center Grant program supports Governor Whitmer's economic vision outlined in the "[MI New Economy](https://www.michigan.gov/mineweconomy)" agenda (<https://www.michigan.gov/mineweconomy>) that set a goal of lifting 100,000 families out of working poverty during the next five years. It also supports the recommendations of the Michigan [poverty task force goals and recommendations](#) whose goal is to address the disparities that affect Michiganders abilities to afford necessities such as housing, child care, food, health care and transportation. The purpose of the project is to strengthen Michigan communities with enhanced services that provide for education, workforce training, health services, meeting space, and other community needs.

From the funds appropriated for Community and Neighborhood Initiatives provided by the American Rescue Plan Act (ARPA), the Michigan Department of Labor and Economic Opportunity (LEO) is allocating \$60 million for this grant program for projects at community centers as described in this application.

This funding is supported through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, which has the goal to build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

Grants will be provided to Community Centers supporting communities that have been negatively impacted due to the pandemic. SLFRF is available to address the "long-standing disparities in health and economic outcomes in underserved communities, that amplified and exacerbated the impacts of the pandemic, also present continued barriers to full and equitable recovery."

LEO seeks to partner with organizations that share the state's commitment and have demonstrated expertise in engaging and supporting disproportionately impacted communities. LEO anticipates awarding multiple grants to be executed in the fall of 2023. Grant awards will range between \$150,000 to \$2,500,000.

III. Community Center Grant Overview

A Community Center, for the purpose of this project, is defined as a building or other place in which people may gather to receive support services and to participate in social, educational, recreational, and cultural activities. Centers are typically free and open to the community in which they are located or serve.

Community Center grants will provide financial assistance to strengthen Michigan communities by enhancing services that provide education support, workforce training, health services, recreation activities, older adult programming, meeting space, and other community needs. Preference will be given to communities that are below the average median income, according to the most recent federal decennial census and to Centers serving the [ALICE population](#). It also supports the recommendations of the Michigan [poverty task force goals and recommendations](#) whose goal is to address the disparities that affect Michiganders abilities to afford necessities such as housing, child care, food, health care and transportation

Median household income refers to the income level earned by a given household where half of the households in the geographic area of interest earn more and half earn less. To determine Median household income, you may use the information provided by the Michigan Center for Data and Analytics median household income at the city/township level. [Median Household Income in Michigan Townships and Cities Sourced from the 2017-21](#) and [American Community Survey and the Median Household Income spreadsheet](#).

Eligible costs for community center projects include acquisition of property, planning and design costs, construction and materials costs, infrastructure to equip facilities as needed, programming, and development. The ultimate success of the program will be assessed by the number of people receiving services through the newly funded space and/or programming at community centers.

IV. Program Goals and Desired Outcomes

Organizations that can provide programming and resources to support the communities they serve, while prioritizing equitable outcomes, are encouraged to apply. Applicants should be aware of the program goals when developing a proposal:

- Strengthen Michigan communities with enhanced services that provide for education, workforce training, health services, meeting space, and other community needs.
- Support Michigan Community Centers to fulfill their role as regional resource hubs.
- Provide funding for program activities and to help purchase, build, or renovate Community Center facilities and purchase land.
- Raise the awareness of the vital role Community Centers play in engaging as strategic partners and collaborators in meeting challenging issues facing communities.
- Assist youth, families, and older adults to access education, training, recreation, health, cultural, environmental sustainability, and workforce development opportunities.
- Track quantitative and qualitative outcomes as part of strategic program evaluation to assist with sustainability of services beyond ARPA.

V. Applicant and Project Eligibility Requirements

Consider the following eligibility requirements and additional information when deciding whether to apply for a Community Center Grant.

A. Eligible Applicants – Entities that provide Community Center activities

- Municipalities
- Local government agencies
- Consortium of local governments
- Regional/Statewide organization
- Nonprofits
- Faith-based organizations (providing nonreligious services to public)
- Schools
- College or University
- Other: _____ (provide text)
- Nonprofit Status - if your organization is a 501(c)3 Nonprofit, operating in Michigan, it must be certified by the Internal Revenue Service. Recipients are required to provide an IRS letter of determination of nonprofit status by uploading it in the application.

F. Noneligible Applicants

- For-profit entities
- Hospitals
- Trade associations
- Credit unions
- Insurance trusts
- Fraternal orders

B. Applicants Must Meet One or More of the Following Criteria

- Serve an eligible community according to guidance from the United States Department of the Treasury for the use of state and local fiscal recovery funds under the American rescue plan act of 2021, Public Law 117-2 to promote economic recovery.
- Be owned or operated by a nonprofit or faith-based organization impacted or disproportionately impacted by the COVID-19 pandemic. Grants awarded to nonprofit or faith-based organizations must have a demonstrated partnership with the community in which the center is or will be located.

C. Applicants Must Fulfill the Following Requirements

- Demonstrate community has been negatively impacted economically as result of COVID-19.
- Operate at no cost and open to the community in which they are located or serve.
- Be compliant with state and federal regulatory bodies including the IRS, Michigan Department of Licensing and Regulatory Affairs (LARA), and Michigan Attorney General.
- Demonstrate financial stability and capacity to manage additional funds.
- Nonprofit, operating in Michigan must be certified as a 501(c)3 by the Internal Revenue Service. Recipients are required to provide an IRS letter of determination of nonprofit status.

D. Applicants Must Provide One or More of Following Services

- Before or after-school education activities.
- Access to career or workforce training services.
- Indoor or outdoor spaces publicly accessible for recreational or athletic activities.
- Dedicated programming for seniors.
- Meeting space for neighborhood or community organizations.
- Other wraparound services that may include, but are not limited to, health services, behavioral services, and licensed childcare.

E. Provide Additional ARPA, Public, and Private Funding Sources

- It is encouraged to blend other funding sources to ensure the success of your program.
- You must check any regulations to determine if it is allowed for you to blend federal funding.
- It is allowed for you to receive other ARPA funding for your organization, but it cannot be in support of the same programmatic effort you are proposing with this grant application.
- On your application you will include other funding sources that support this project. This will include but is not limited to if you have applied for the MI Nonprofit Relief Grant, the MI Nonprofit Impact Grants, the Blight Elimination. MI SPARK Grant (MI Department of Natural Resources). Include funding sources supporting this effort.

F. Applicants Must Have the Capacity to Fulfill Activities

- The applicant must possess the capacity to carry out their responsibilities to coordinate and perform grant administrative activities, communicate program goals, and demonstrate approach to improving outcomes for the target population.
- Throughout the duration of the grant, the organization will work closely with LEO, as all final decisions about the program’s strategic direction and vision will be made with the approval of the LEO Grant Administrator.

VI. Grant Funding

A. Financial Details

Minimum and maximum grant amounts

- Minimum grant request: \$150,000
- Maximum grant request: \$2,500,000

B. Priority Consideration

- For at least 50% of total grant awards, priority will be given for proposals that provide services to communities below the average median income, according to the most recent federal decennial census.

C. Eligible Costs

- Acquisition of property
- Planning and design costs – including architectural plans.
- Construction and materials costs
- Renovation costs
- Infrastructure to equip facilities.
- Programming costs
- Development costs

D. Ineligible Costs

- Corporate debts
- Contingencies
- Contributions and donations
- Entertainment costs
- Fines and penalties
- Legislative expenses
- Lobbying and political activity
- Advocacy efforts to further issues campaigns
- Religious activity and programming (faith-based nonprofits may request funding to support services that are not religious based programming and do not discriminate based on religion)
- Tuition and fees, conferences, travel, lodging, meals, group meals and mileage.
- Costs incurred outside of the project period specified in the project agreement or amendment.
- Salaries/fringes of individuals not working on the project directly.
- Sales tax for exempt agencies

E. Program Considerations for Funding

- Applicants clearly outlining goals as identified.
- Program cost compared with number of people served.
- Ability to complete construction in timely manner and according to grant requirements.
- Community support of plan
- Demonstrated benefit to underserved populations.
- Alignment to goals and recommendations of the Poverty Task Force
- Energy audits and assisting community with accessing renewable energy.
- Ability to meet community needs.
- Program/project sustainability with funds granted.
- Identified funding sources showing the ability to leverage additional funds.
- Organizational cultural competency

VII. Grant Awards

A. Grant Award Projects

There are two types of grants: Program Grants and Capital Project Grants. Applicants may apply for only one grant or for both grants, but the total request from one organization cannot exceed \$2,500,000.

1. Capital Project Grants

Projects could include but are not limited to: new construction, remodeling existing structures, purchasing land, purchasing equipment, purchasing and installing energy efficient heating and/or cooling equipment, installing renewable energy systems, weatherizing facility, replacing roof and windows, installing/updating recreation fields.

2. Community Center Program Grants

Project examples could include but are not limited to mentoring, STEM education, environmental justice activities, renewable energy information, disaster preparedness, outdoor education, before or after-school education, volunteer programs, youth volunteer efforts, career or workforce training, programming for women, recreational or athletic activities, senior activities, veteran support activities, food access, wraparound services - health services, behavioral services, licensed childcare.

B. Award Distribution

Grant awards will be distributed using the following as a guide, but with the ability to adjust funding based on applications submitted and the ability of applicants to fulfill requirements in the timeline specified. The following distribution is not intended to be an exact amount of funding provided for the two grants but to the extent possible:

- 25% for Program grants (\$14.6 million)
- 75% for Capital Projects Grants - Planning, Building, Renovating, land purchase (\$43.9 million)

C. Program Expectations – Applicants Must Meet

- Clearly outline goals and intended outcomes.
- Identify benefit to underserved populations.
- Demonstrate community support of plan.
- Outline plan to complete programming and construction projects in timely manner and according to grant requirements.
- Identify alignment to goals and recommendations of the Poverty Task Force
- Demonstrate ability to meet community needs.
- Conduct Energy audits and how will assist community with accessing renewable energy
- Provide plan to ensure project sustainability beyond grant period.
- Provide program cost comparisons with number of people served.

- If project costs exceed grant request, demonstrate funds secured to complete project
- Identify plan to engage volunteers in Community Center efforts
- Demonstrate organizational cultural competency in support of community operating in

VIII. Financial Structure and Award Limitations

A. Financial Awards

- The Michigan Department of Labor and Economic Opportunity anticipates awarding funds across three fiscal years with distribution to the stated focuses. Utilizing no more than 2.5% of the \$60 million award for administration of this grant,
- The program will award funds on a reimbursement basis.
- Program costs must be encumbered by December 31, 2024
- All program expenditures must be made by December 31, 2026.
- Organizations may request up to \$2,500,000 for their project.
- The minimum grant request must be \$150,000.

B. Matching funds

- Combining grant funds with other opportunities is encouraged.
- It is expected that matching funds will be a part of the project. This can include a cash or in-kind match.
- Total requests for Capitol Project **may not** exceed \$2,500,000
- Total costs of project with matching funds **may** exceed \$2,500,000
- Match should be documented and attached in the application.
- Community Center grants cannot be used in combination with ARPA State and Local Fiscal Recovery Funds if asking for payment for the same project.

C. Capital Project Budget Eligible Budget Categories

- Preplanning – If a project is selected for funding, the grantee's eligible expenses include costs related to grant writing, designs, public input and permitting.
- Project permitting, plan designs and oversight – This category is capped at 25% of the project.
- Construction – Construction activities directly related to the project scope.
- Equipment – Equipment must be directly related to activities supporting the project and can include equipment to improve energy efficiency.
- Programming – Events and instructional activities associated with activating the site.
- Administration – Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the project subtotal.
- Indirect/overhead – If applicable, the applicant may choose to cover indirect costs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10% of the modified total direct costs pursuant to 2 CFR 200.414(f).

D. Program Grant Budget

- Salaries – list each of the staff positions, the titles, and the % of time associated with the program.
- Benefits – list each of the staff positions and the amount budgeted for benefits.
- Supplies – list the type and amount of each of the supplies.
- Mailings – estimate the number and cost per mailing.
- Trainings – for each training, provide the cost of the trainer and the number of people trained.
- Advertising – list the cost of the marketing materials and number of outreach.
- Contractual Services – list each of the contracted service, hours provided and cost.
- Technology – computers, costs of online services, platforms.
- Administration – Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the project subtotal.
- Indirect/overhead – If applicable, the applicant may choose to cover indirect costs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA.

- Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10% of the modified total direct costs pursuant to 2 CFR 200.414(f).
- If using negotiated indirect cost rate upload your signed agreements with a federally cognizant agency.
- You may upload documents to provide more detail of specifications.

E. Budget Narrative

- When creating the budget narrative, you must provide details of the expenses, not just the total of the category.
- For example if you list travel – you should provide the number of trips to what location for what purpose X by the cost of mileage.
- You will use state standards for allocations.

F. Reimbursement for Actual Expenses

- This is a reimbursement program. All grants are paid as reimbursement for actual expenses (e.g., the organization pays for the work and then is reimbursed for the cost up to the amount listed in the grant budget).
- On a case-by-case basis, LEO will consider advances for communities that meet certain criteria. If awarded a grant, the grantee will be able to request an advance via EGrAMS.
- Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses.
- The final 10% of the grant amount will be withheld pending a final project inspection and audit of the grant file.
- If a project is selected for funding, the grantee's eligible expenses include costs related to project design and permitting.
- Expenses are eligible after the program agreement is issued. Construction and program expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses, including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.
- Until final completion of the project, 10% of the grant will be withheld.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required time frame.

IX. Federal requirements

- The Community Center program is funded by and subject to the American Rescue Plan Public Law 117-2 or Uniform Guidance 2 CFR 200, as applicable.
- Frequently asked questions are accessible at the U.S. Department of Treasury State and Local Fiscal Recovery Funds website.
- The State and Local Fiscal Recovery Funds awards are generally subject to the requirements set forth in the uniform administrative requirements, cost principles and audit requirements for federal awards, 2 CFR Part 200 (the “uniform guidance”).

X. Grant Oversight

A. Review Process

- LEO reserve the right to adjust or make changes to the review process, if unforeseen challenges or urgent circumstances make it impossible, impracticable, or inefficient to conduct the review process as planned. Any such adjustments or changes will not affect the selection criteria that will be used to assess applications.

B. Uniform Guidance

- All awards made under this Notice will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), in 2 CFR Parts 200 and 2205.

C. Requests for Monitoring or Improper Payment Information

- LEO may request documentation from recipients to monitor the award or to comply with other legal requirements, including the Payment Integrity Information Act of 2019.
- Failure to make timely responses to these requests may result in award funds being placed on manual hold, reimbursement only status, or other remedies may be applied as appropriate.

D. State Ethics Act

- The State of Michigan State Ethics Act 196 of 1973 that provides standards of conduct for public officers and employees will be adhered to and followed.

E. Data Collection and Privacy Regulations

- Data collection privacy regulations must be followed to protect personal information

XI. Capital Project Specifications

The following are additional aspects for those pursuing Capital Projects.

A. Equipment

- Equipment means “tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

B. Long-term Site Obligations

- The grantee will not allow any encumbrance, lien, security interest, mortgage, or any evidence of indebtedness to attach to or be perfected against the project area or project facilities within the 20- year useful life period.
- None of the project area nor any of the project facilities constructed shall be wholly or partially conveyed during the 20-year useful life period, either in fee or otherwise or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title ownership, or right of maintenance or control by the applicant.

C. Site control

- The applicant must own, have a perpetual easement, lease or other agreement allowing use, operations, or construction of the project site. Agreements must be finalized at the time of application; draft agreements will not be accepted. A documentation of Site Control form (PR5750-4) and deed, lease or easement are required in the application.
- For leased sites: 20-year minimum.
- Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations if the lessor takes control of the project site. Documentation from the lessor agreeing to the terms is required.

D. Prime professional

- All projects are required by state law (MCL 339.2011) to have a licensed engineer, architect, or landscape architect (prime professional) prepare all plans, specifications and bid documents and verify that all construction has been completed according to acceptable standards.
- Engineering and architectural costs may make up no more than 25% of total project cost.
- If a project is selected for funding, LEO requires the project’s prime professional to have an active profile in EGrAMS.

- The prime professional will be able to help you with the following requirements in the construction section.

C. Federal Requirements

- Per the final rule FAQ 2.1: The National Environmental Policy Act does not apply.
- Projects supported with Community Center Grant funds may still be subject to all related statutory and regulatory requirements and policies of both programs, including NEPA review, if they are also funded by other federal financial assistance programs.
- In planning your application, please note that the Davis-Bacon Act, as amended (40 U.S.C. 3141–3148) and Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) will be required. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- When a recipient expends more than \$750,000 in federal awards during the grantee’s fiscal year (Oct. 1- Sept. 30), it will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.

D. Accessible design

- The proposed project must meet the accessibility requirements of the 2010 Americans with Disabilities Act design standards, including all proposed facilities, access routes from the proposed facilities to parking and relevant support facilities.
- For proposed facilities that are not covered under the 2010 ADA design standards, follow the U.S. Access Board Outdoor Developed Areas Accessibility Guidelines.

E. Project completion

- Receiving the Community Center Capital Project Grant requires the project to be completed in a timely manner.
- The grantee must begin the project as soon as the grant agreement is executed.
- Quarterly financial and project status reports will be required (see grant agreement template on the Spark Grant website).
- The grantee must encumber all the grant funds to third-party contracts by Dec. 31, 2024.
- All grant funds must be spent by Oct. 31, 2026. Due to the federal requirements of this grant award, no time extensions will be allowed.

F. Application Documents

- All applicants must complete their application on the EGrAMS Grants Management’s online application system.
- Review the types of documents you will be asked to upload.

Capital Projects Documents

- Site control form and deed, lease or easement. (Capital project)
- Site plan of the proposed improvements. (Capital project)
- Documentation of matching funds (Capital project) – if applicable
- Indirect cost-rate agreements (Capital project) – if applicable
- Construction Plans, specifications and bid documents. (Capital project) – if complete

Optional but not required:

- Letters of support. (Program and Capital project)
- Universal design review (Capital project)
- Permits (Capital project)

XII. Grantee Support

A. Support of Grantees

Grantees will be required to participate in the cohort support including:

- Cohort monthly meetings to share best practices and progress.

- Volunteer best practice training and services
- Resources to recruit volunteers and request donations.
- Monitoring of projects to ensure on track to complete within time constraints.
- Collecting of data to create reports.

XIII. Reporting Requirements

MI Community Center grant recipients must comply with all reporting required by LEO, including but not limited to programmatic progress reports and expenditure reports. Programs are required to use a LEO designated on-line reporting system for all aspects of reporting.

A. Fulfill Monthly Requirements

- To ensure quality execution of this grant, the organization is responsible for participating in scheduled check-in calls, submitting Monthly Narrative Progress Reports, and Monthly Financial Reports to LEO. Report templates will be provided.
- Provide LEO with updated program information to be used for marketing materials.
- Process special information requests from LEO, such as metrics and success stories.

B. Provide Quarterly Reporting

- The Federal State and Local Fiscal Recovery Funds (SLFRF) requirements identify that grant recipients provide quarterly and annual progress reports on the designated outcomes and the utilization of awarded grant funds.

XIV. Performance Measures

To demonstrate grant success, Respondents must be able to track and report monthly on the following anticipated performance measures:

The number of impacted and/or disproportionately impacted population served
The number of families served that fall below the ALICE threshold and poverty threshold
The total number of people are served with this funding
Number of services provided by Community Centers to meet community needs
Number of people receiving energy efficiency information
The number of volunteers and volunteer hours of Community Center
The implementation of sustainability measures
The Program services offered and impact made, including the number of people served
Capital Project specific measures noted in grant application
Program project specific measures noted in grant application

XV. Selection Process

Applications will be rated on a well thought out and articulated project plan to assist your community; evidence of the capacity, commitment, and experience to carry out project management responsibilities; the ability to provide match and/or in-kind support if needed to fulfill project outcomes; the experience of the selected organization; and a plan for decision-making and internal communications.

Responses to this RFP will be evaluated based upon a two-step selection process. The proposal must address the requirements described in the scope of services.

SELECTION PROCESS

STEP ONE: Grants Reviewed for Technical Compliance

Proposals will be screened for technical compliance to include but not limited to:

1. Applicant meets one or more of the following:
 - Nonprofit 501(c)3
 - Faith-based (providing nonreligious services to public)
 - Local unit of government (tribal, county, city, village, or township)
 - Regional/statewide organization
 - Consortium of local governments
 - School
 - College or University
2. Applicant meets one or more of the following Criteria
 - Serve an eligible community according to guidance from the United States Department of the Treasury for the use of state and local fiscal recovery funds under the American rescue plan act of 2021, Public Law 117-2 to promote economic recovery.
 - Be owned or operated by a nonprofit or faith-based organization impacted or disproportionately impacted by the COVID-19 pandemic. Grants awarded to nonprofit or faith-based organizations must have a demonstrated partnership with the community in which the center is or will be located.
3. Applicant fulfills the following:
 - Demonstrates community has been negatively impacted economically as result of Covid-19
 - Operates at no cost and open to the community in which they are located or serve.
 - Compliant with state and federal regulatory bodies including the IRS, Michigan Department of Licensing and Regulatory Affairs (LARA), and Michigan Attorney General.
 - Demonstrate financial stability and capacity to manage additional funds.
 - Nonprofit, operating in Michigan must be certified as a 501(c)3 by the Internal Revenue Service. Recipients are required to provide an IRS letter of determination of nonprofit status.
4. Applicants provides one or more of the following services:
 - Before or after-school education activities.
 - Access to career or workforce training services.
 - Indoor or outdoor spaces publicly accessible for recreational or athletic activities.
 - Dedicated programming for seniors.
 - Meeting space for neighborhood or community organizations.
 - Other wraparound services that may include, but are not limited to, health services, behavioral services, and licensed childcare.
5. Proposal, Budget, and Budget Narrative clearly identified.
6. Proposal signed electronically by an official of the organization authorized to bind the entity to its provisions.
7. Proposals satisfy the form and content requirements of this RFP.

STEP TWO: Evaluation of Program Proposals

- Program Grants and Capital Project Grants will be scored separately based upon criteria established for each grant.
- Proposals will be considered by a Joint Evaluation Committee (“JEC”) comprised of individuals selected by LEO.

- Only those proposals that satisfy the requirements described in this RFP, as determined at the sole discretion of the JEC, will be considered for evaluation in Step II.
- The JEC reserves the right to request additional information from any Respondent.

Capital Project Scoring Summary

	Possible	Score
Organizational Capacity	15	
Community Need, Engagement, and Impact Narrative	30	
Capital Project Description	20	
New Construction, Renovation, and Future Maintenance	12	
Clarity of Scope	4	
Access to New Opportunities for People of All Abilities	4	
Project Budget	15	
Total	100	

Program Scoring Summary

	Possible	Score
Organizational Capacity	15	
Community Need, Engagement, and Impact Narrative	30	
Program Project Design	15	
Program Impact and Beneficiaries	5	
Program Blueprint - Objectives and Activities	12	
Program Outreach Plan	3	
Sustainability Plan	10	
Project Budget	15	
Total	100	

XVI. Final Award Decisions

LEO will award Grants considering value, quality, and the ability to meet the objectives of this RFP, of proposals that were approved as a result of this review process.

- Applicants will be selected based on the best proposal that meets the objectives of the RFP.
- The award recommendation will be made to the responsive and responsible applicants who offer the best value to communities in the State of Michigan.
- LEO reserves the right to award to other applicants if the original applicants are not able to accept the award.

XVII. Application Narrative Recommendations

Each applicant must describe a project that will provide community support through a community center. Applications should include a well-designed plan with clear and compelling funding justifications. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit funding priorities and special considerations articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.

- **Don't make assumptions.** Do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

XVIII. Review, Authorize, Submit Application

A. SAM.gov Certification

- Applicants must submit common federal government-wide Representations and Certifications through SAM.gov.
- Entities creating new registrations in SAM.gov and existing entities completing their annual registration renewals in SAM.gov are required to review financial assistance representations and certifications before their registration can be activated. As entities renew and re-register their accounts, the data collected make SAM.gov the federal repository for the government-wide information.

B. Authorization, Assurances, Certification

- Read the Authorization, Assurances, and Certifications carefully.
- The person who is completing the application can submit the grant.
- If the authorized representative is not the one submitting the application, then a signed Authorized form must be uploaded.
- An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization.
- You must have a copy of the governing body's authorization for this official representative to sign on file in the applicant's office.

C. EGrAMS Submission

- EGrAMS requires that you review and verify your entire application before submitting, by completing the following sections in EGrAMS: Review, Authorize, Assurances, Certifications, Verify, Submit.
- Be sure to check your entire application to ensure that there are no errors before submitting it.
- When you verify the application, EGrAMS will also generate a list of errors if there are sections that need to be corrected prior to submission.
- Anyone entering information in the application at any point during application preparation and submission in the EGrAMS system must have their own EGrAMS account.