



# Community Development Department

## Neighborhood Investment (NI) Plan Funding Process

### Organization Requirements

Organizations must meet the following requirements:

- Have 501(c)(3) tax exempt status (exception for construction activities), be registered with State of Michigan, and have up-to-date annual filings.
- Have an active Board of Directors, bank account, and financial and accounting systems that include:
  - Separate revenue and expense codes by funding source/project.
  - Strong financial oversight, internal controls, and segregated financial duties.
  - Staff familiar with Generally Accepted Accounting Principles (GAAP) and 2 CFR 200.
- Have at least 6 weeks of discretionary funds for program costs.
- Have experience with the proposed activity.

### Proposed Activities

Eligible projects must achieve at least one of the following outcomes identified in the City's *Neighborhood Investment Plan*:

1. Prevent and resolve homelessness
2. Create and preserve affordable housing
3. Increase homeownership and housing instability
4. Improve existing housing
5. Improve behavioral health
6. Increase wages and economic opportunity
7. Improve neighborhood safety
8. Foster engaged, connected, and resilient neighborhoods

All funded projects must benefit low- to moderate-income households in the city of Grand Rapids.

### Process and Timeline

#### Step 1: Notice of Intent to Apply (NOI)

*Agency information and a brief description of proposed project(s)*

NOI Responses are reviewed by City staff and a City Commission workgroup to:

- Assess organizational eligibility and capacity.
- Affirm the proposed project(s) will achieve at least one of the NI Plan outcomes.
- Ensure proposed project is eligible for available funding sources.

Selected applicants are invited to submit full Request for Proposals (RFPs) for eligible projects.

## Step 2: Request for Proposal (RFP)

*Detailed project information, outcomes and budget submittal*

A full application for funding must be completed for each invited project. Submitted applications are reviewed by City staff and a workgroup of three City Commissioners. Applications under *Outcome 1* are also reviewed by the Grand Rapids Area Coalition to End Homelessness.

## Step 3: Funding Recommendations/Awards

*Public comment and final approval by City Commission*

Funding recommendations are made available to the public and presented to the full City Commission. A 30-day public comment period begins, and a public hearing is held to obtain comments prior to final approval.

**LATE  
FALL**



Funding process timeline released to public.



**EARLY  
WINTER**

NOI released to mailing list, promoted on social media, posted to website, and published in local newspapers.

**MID-  
WINTER**



NOI due and reviewed



**LATE  
WINTER**

RFP sent to invited applicants and due.

**EARLY  
SPRING**



Applications reviewed. Recommendations released and presented to City Commission. Public comment period begins.



**MID-  
SPRING**

Public hearing held. Public comment period ends.

**LATE  
SPRING**



City Commission approves final funding awards and NI Plan.