

**Evansville Promise Zone
Federal Grant Preference Points Certification Request
Terms and Conditions
(Updated 5-31-2017)**

The Evansville Promise Zone designation provides organizations an opportunity to apply for preference points for priority consideration with selected Federal grants. These terms and conditions are designed to ensure a uniform certification approval process and that projects proposed for Federal funding will advance the goals of Evansville Promise Zone. Applicants do not need a completed grant application to request preference point certification. Please see requirements and instructions below.

REQUIREMENTS FOR CONSIDERATION:

If a grant opportunity allows for additional points resulting from a Promise Zone designation, the applicant will need to obtain a Promise Zone Certification Form signed by ECHO Housing Corporation, the lead Promise Zone Organization. To be considered, the lead organization must submit all information as detailed in this document to the Evansville Promise Review Committee. The committee is responsible for reviewing applications and providing recommendations to ECHO Housing concerning the extent to which applicants meet the following requirements.

1. Proposed project includes a portion of the Promise Zone boundaries or it includes specific and definable services or benefits to Promise Zone residents.
2. The lead organization applying for the grant must comply with Promise Zone data sharing and reporting requirements and sign a Memorandum of Understanding with ECHO Housing Corporation.
3. Proposed project aims to support one or more of the Promise Zone goals:
 - Increasing Economic Activity
 - Creating Jobs
 - Improving Educational Opportunities
 - Reducing Violent Crime
 - Promoting Health and Access to Healthcare
 - Increasing Access to Quality Affordable Housing
4. Program objectives and grant funding budget must demonstrate benefits to Promise Zone residents.
5. **Collaboration:** If more than one organization is seeking preference point certification for the same grant opportunity, organizations are encouraged to collaborate with one another to the extent possible. To facilitate this collaboration, ECHO will notify all

organizations making the request for certification about one another's intentions. If organizations decide to pursue separate applications, PZ implementation partners will receive preference. The PZ governance committee will be consulted on certifying multiple applications. **NOTE:** *Decisions on certification will begin two weeks before the grant is to be submitted. Decisions will be based on all available information at that time.*

INSTRUCTIONS FOR REQUESTING PREFERENCE POINT CERTIFICATION:

Step 1: 30 days in advance (or sooner) of submitting the Preference Point Certification Form, send an email to Silas Matchem (silas-matchem@sbcglobal.net) notifying Evansville Promise that an application is in development and a review will be requested.

Step 2: Two weeks in advance of the grant deadline, submit the Preference Points Certification Application and signed MOU (see MOU form for template). Application materials are located on the following webpage: <http://www.diehlconsultinggroup.com/evansville-promise>. This allows ample time for the Promise Zone Review Committee to review each request and ask follow up questions, if needed. The Promise Zone Review Committee cannot guarantee a request be approved if this timetable is not followed.

- If changes are made to your proposed project plan after you submit the Preference Points Certification Form, please notify Silas Matchem (silas-matchem@sbcglobal.net)

Step 3: Within five business days of submitting your grant application, you will be notified of whether or not your request was approved. If approved, you will be provided with a signed certification form to submit with your grant application.

* Promise Zone Preference Point Certification DOES NOT guarantee funding.

REQUIREMENTS AFTER FEDERAL GRANT IS SUBMITTED:

Within 5 days of submitting the federal grant application, please send digital copies of the following documents to the Promise Zone Data and Evaluation Partner (Diehl Consulting Group).

1. Full grant application and all exhibits from Grants.gov or funding agency.

REQUIREMENTS IF GRANT IS AWARDED:

If grant funding is awarded, please provide the following to the Promise Zone Data and Evaluation Partner (Diehl Consulting Group) for the duration of the grant period:

1. Copy of award notification

2. Copy of fully executed federal grant agreement
3. Copy of all reports submitted to the federal agency, including annual reports, budget updates, data measures / performance reports, etc.

If you need assistance please contact Silas Matchem (silas-matchem@sbcglobal.net).

IF GRANT IS DENIED:

1. Submit a copy of the denial notification to the Promise Zone Program Director.
2. Inform the Program Director if you plan to apply again in the future.
3. (Recommended) Request to receive the application evaluation report from the funding agency to understand the reasons why your application was not selected, and seek recommendations for how to improve for future applications).

TIPS FOR APPLYING FOR FEDERAL GRANTS:

- Obtain or verify the [DUNS number](#) for your organization (takes 1-2 business days)
- Establish or renew an *active* [SAM.gov](#) account (takes 7-10 business days; has to be updated every year)
- Create your [Grants.gov profile](#) and register your AOR authorization (can take up to 2 weeks)

PREFERENCE POINTS CERTIFICATION APPLICATION

Note: Electronic Form is located at <http://www.diehlconsultinggroup.com/evansville-promise>

The application will require the following information:

1. Applicant organization name
2. Primary contact with phone number and email address
3. Official name of Federal grant for which certification is being requested
4. Federal grant Competition ID
5. Grant deadline
6. Executive summary of proposal

7. Demonstration of collaboration - List partners and methods for working with others to develop or expand existing efforts and investments rather than working alone.
8. Which Promise Zone Goal(s) addressed?
 - Increasing Economic Activity
 - Increasing Jobs
 - Increasing Educational Opportunities
 - Reducing Violent Crime
 - Improving health and Healthcare Access
 - Improving Affordable Housing
9. Anticipated program start and end dates
10. Primary program activities
11. Proposed outcomes -(List measurable outcomes that will be used to indicate impact of program for Promise Zone population.)
12. Budget
13. Who does the program primarily benefit?
14. How will the program engage Promise Zone residents in the development, implementation and evaluation of the program?
15. The proposed project meets one or more of the following geographic criteria:
 - A. Project includes the entire Promise Zone boundary only.
 - B. Project includes the entire Promise Zone boundary and other areas.
 - D. Project includes a portion of the Promise Zone and other areas.
 - E. Project is outside of the Promise Zone boundaries, but specific and definable services or benefits will be delivered within the Promise Zone or to Promise Zone residents.
 - F. Project does not operate within the Promise Zone nor does it deliver services or benefits to Promise Zone residents.
16. Other geographic identification - Specific area in which the program will operate/benefit (a community can be a neighborhood, cultural district, ZIP code, school district, census area, etc.)



Memorandum of Understanding

ECHO Housing Corporation/Evansville Promise

And

[Organization]

This Memorandum of Understanding (hereafter referred to as MOU) is made by and between the ECHO Housing Corporation/Evansville Promise (ECHO/PZ) located at 414 Baker Avenue, Evansville, Indiana 47710 and [organization name and address].

WHEREAS, the ECHO/PZ is a Housing Corporation with Promise Zone designation. The 10-year U.S. Department of Housing and Urban Development (HUD) contract with ECHO/PZ, agrees to capture data from any projects that benefits the Promise Zone area; and

WHEREAS, the [organization name and purpose].

WHEREAS, the ECHO/PZ and [organization name] have agreed to cooperate with communication, data-sharing and reporting requirements, including: (a) participation in further planning to support the overall Promise Zone implementation and evaluation design; and (b) providing access and assistance in the management and sharing of data for project execution, evaluation and continuous improvement.

NOW THEREFORE, in consideration of the terms, responsibilities and conditions described herein, the ECHO/PZ and [organization name], agree to the following:

[organization name] will submit all data and report pertaining to the Promise Zone to ECHO/PZ.

ECHO/PZ will review all data and reports from [organization name] and submit to Diehl Consulting for processing.

ECHO/PZ and [organization name] will abide by the agreement that no funds will be exchanged to fulfill the MOU.

ECHO/PZ and [organization name] jointly agree to the following:

To jointly agree to communicate Promise Zone efforts and share reports and data to advance the Promise Zone initiatives set forth by ECHO and approved by HUD.

Signed this [date] and will remain active until [date, 2027] if not modified in writing by either party.

Stephanie TenBarge, Executive Director
ECHO Housing Corporation

Insert name and title
Insert organization