RELATED AFFORDABLE

FOUNDATION

Policies & Procedures

2023

Foreword

The Related Affordable Foundation (RAF) is committed to enriching the lives of affordable housing residents and breaking the generational cycle of poverty. Over the past few years, our communities have made significant adjustments and sacrifices due to the global Covid-19 pandemic. Low-income households and people of color, in particular, have been hit especially hard. During times of great need, we reaffirmed how crucial RAF's support was for those living in our housing communities. From home delivered, medically tailored meals for older adults to helping residents complete applications for rental and utility assistance, RAF's impact was deeply and broadly felt.

Our success and accomplishments as a company are founded on our commitment to the neighborhoods and communities where we are located. When our residents are healthy, thriving in school, and picking up key workforce skills that lead to economic success, we know we are fulfilling our mission to transform urban life by creating innovative neighborhoods and supporting nurturing communities. As of June 2023, the Foundation has distributed over $5.8 million in grant awards.

This Policies and Procedures guide was developed with the goal to document for grantees the Foundation's grantmaking processes, map out key stakeholders and resources connected to the Foundation, and list the criteria for consideration when making grant decisions.

This document was last updated on August 2023.

If you have any questions or concerns, please send your inquires and comments to: relatedaffordablefoundation@related.com.

Matthew K. Finkle
Treasurer, Related Affordable Foundation

Foundation Overview

The Related Affordable Foundation is a charitable, tax-exempt 501(c)(3) organization established in 2016. RAF awards grants to nonprofit organizations ("grantees") that specialize in the following program areas:

Education
Support academic enriching activities including, but not limited to, back-to-school drives and after-school and summer programs.

Food Security
Support hunger relief programs and meal initiatives to address food insecurity.

Health & Wellness
Support healthcare and fitness-oriented programs that improves physical and mental wellbeing.

Workforce Development
Support training for job-relevant skills and provide a pathway toward economic success.

In addition to supporting the aforementioned program areas, RAF operates a Scholarship Program. The goals of the RAF Scholarship Program are to eliminate economic barriers for young adults in their pursuit of post-secondary education and support affordable housing residents who aspire to attend accredited trade/professional institutions, colleges and universities.

KEY STAKEHOLDERS

RAF Board of Directors
The Board of Directors oversees the strategy and direction of the Foundation and approves funding for grantees. The Board is composed of the following individuals (listed with their applicable Board titles):

- Stephen Ross – President

- Bruce Beal – Vice President

- Matthew Finkle – Treasurer

- David Pearson – Secretary

- Jeffrey Brodsky – Director

- Manuel Menendez, Jr. – Member

- Matt Vulanich – Member

RAF Staff
- Janell George Smith – Executive Director

The Foundation is staffed by the Executive Director, whose role is to plan and implement the Foundation's national philanthropic strategy of community investment. The Executive Director is responsible for board management, the Foundation's budget and grant awards that align with the Foundation's mission.

Roles & Stakeholders

RAF values collaboration and communication with all stakeholders in our grantmaking process. We actively seek to breakdown silos and work in concert for the greater good of affordable housing residents. To achieve this, RAF shares and receives data, information, and resources with internal and external stakeholders in the following manner:

RAF Board of Directors

- Approves annual RAF budget
- Provides partnership recommendations
- Approves all grant and scholarship applications

Property Management

- Facilitates site visits for non-profit partners to learn service needs of residents
- Amplifies RAF mission and grant funding opportunities

Related Affordable

- Identities target communities for partnership opportunities
- Promotes plans for community engagement at the properties

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Grants Management System Provider

- Sources programmatic and budget applications
- Manages applicant status, revisions, and awards
- Requests and collects grant data

Social Impact Reporting Provider
(for Invited Grantees)

- Assists grantees in recording & reporting social impact outcomes
- Assists funders in evaluating & communicating grant impacts

Grant Funds

Nonprofits are eligible to receive RAF funding if they are 501(c)(3) organizations that are not classified as private foundations. Nonprofits applying for grant funds must directly address one of RAF's four program areas. Grant and scholarship awards are not distributed to individuals.

There are two types of funding opportunities available through RAF: direct service program grants and the RAF Scholarship Program.

1. **Direct service program grants** – Grants designed to benefit affordable housing residents and neighboring communities. RAF grant funds will not support indirect costs, general operating expenses, and administrative expenses.

2. **RAF Scholarship Program** – Up to $5,000 in scholarship funds that support affordable housing high school seniors who aspire to attend accredited trade/professional institutions, colleges, and universities. Scholarship funds are directly awarded to accredited institution where scholarship recipient is enrolled. Scholarship recipients must maintain at least a 2.5 GPA to remain eligible for scholarship renewals in subsequent academic years.

USAGE OF GRANT FUNDS

The purpose of grant funds is outlined in the grant agreement and approved application. The timeframe of the grant terms for all grants is up to one calendar year, with an option for extension up to an additional year with mutual written consent. Funds must comply with the rules and guidance laid out by the Office of Foreign Assets Control.

Grantees are forbidden from using their grant funds to:

- Fund program costs incurred prior to grant start date or after the grant end date (unless RAF gives written approval).

- Use as collateral, to offset other financial obligations, or to meet cash-flow or other operating expenses.

PAYMENT SCHEDULE AND SPLIT PAYMENT

Grant funding under $100,000 are awarded as a single payment to the grantee. If the amount is greater than $100,000, the grantee receives a split payment. With a split payment, the grantee receives 50% of the funds upfront at the execution of the grant agreement and the remaining 50% at a later quarter indicated in the agreement.

AMENDMENT AND RENEWAL OF GRANT TERMS

RAF does not amend grant agreements. If a grantee wants a different set of grant terms after their grant agreement is executed, the grantee must submit a new grant application for the following year.

Grantees are eligible for grant renewals if they meet their agreed upon programmatic obligations and deliverables (i.e., annual reporting and documentation of grant funds spent).

If the grantee does not expect to expend all grant funds by the end of the grant term, the grantee should reach out to RAF at least 30 days before the end of the grant term to discuss an extension. The grant term can be extended by up to an additional year. RAF has the option to terminate the grant agreement if the grantee faces legal action, a lawsuit, arbitration or other legal, administrative, and governmental investigation or inquiry. If the grant agreement is terminated, the grantee must return all unexpended funds to RAF and RAF will work with the respective affordable housing community/market that the grantee is located in to find an alternative grantee service provider.

ADDITIONAL GRANT CONSIDERATIONS

Communications and Intellectual Property - Grantee will not issue a press release, interview, or other public statement without RAF's verbal or written consent. Any intellectual property produced as programmatic deliverables by the grantee needs to be vetted and approved by RAF staff before it can be published or disseminated externally. Intellectual property may include, but is not limited to, the following: posters, brochures, artwork, music, video recordings, and digital logos/assets.

Partnerships - Unless otherwise noted in grant agreement, a funded grant does not constitute a Partnership or joint venture between RAF and the grantee.

Reporting & Recordkeeping

PERFORMANCE REPORTING

During the grant lifecycle, all grantees will conduct regular performance reporting through the grants management platform. Responses should address the to-date impact of the project and any changes or modifications made to planned activities, as well as include any highlights or key lessons learned. Grantees should also note of any media coverage about the project published since the last report.

SOCIAL IMPACT REPORTING

Invited grantees will submit two additional social impact reports with on our social impact reporting platform: an interim report and a final report. The interim report includes any updates to the social impact metrics to date and information on obstacles or challenges that the grantee is currently facing. The final report includes the cumulative social impact metrics data of the program, the variances from the initial forecasted metrics, and a narrative explanation of the program's impact.

The purpose of social impact reporting is to enable RAF to look beyond the programmatic outputs to the ultimate outcomes and impacts of the grantee. The reports will also help inform the monthly check-ins between RAF and a grantee and serve as the foundation for grant renewal discussions. The grantee will receive extensive training on the format of the social impact reports and what is expected to be captured and submitted.

Not every grantee will need to submit a social impact report. If a grantee meets one or more of the following criteria, it does not need to submit a social impact report:

- The total grant amount is below $10,000.

- The grant funding is solely for one-time events that do not require tracking the downstream social impact of the event over time. However, if the one-time event is part of a larger scope of programming and services offered by the grantee, it should not be excluded from social impact reporting.
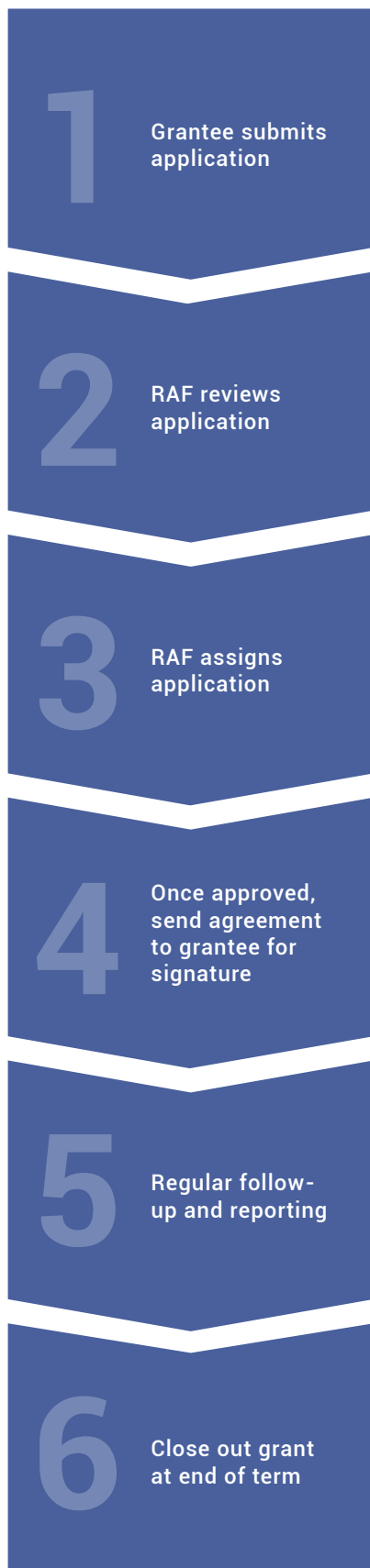
DIVERSITY, EQUITY, & INCLUSION

RAF believes that in order to have meaningful impact in the program areas of education, food security, health and wellness, and workforce development, grantee partners must center the values of Diversity, Equity, and Inclusion (DEI) in every aspect of their work.

RAF's grant application features two questions related to the organization's DEI efforts, both holistically and for their specific proposal:

- Who is your target audience for the proposed funding? What is your organization's plan to reach the proposed target community and how does your program benefit them? What track record do you have that demonstrates your ability to reach them?

- How does your work promote diversity and address inequality, oppression and discrimination within your organization as well as the larger society?

Applicants should be as specific as possible when answering the questions, and provide data and statistics, where possible.

Grant Lifecycle

1 Grantee submits application

2 RAF reviews application

3 RAF assigns application

4 Once approved, send agreement to grantee for signature

5 Regular follow-up and reporting

6 Close out grant at end of term

1. Grantee submits application materials via grants management system.

2. RAF staff review application.

3. RAF evaluates and assigns applications to one of the following categories:

  i. Approve

  ii. Revise

  iii. Decline (*Note: In cases when an applicant submits an application that warrants a decline — instead of a revise — it will receive a note stating the reason for the decline)

4. Once approved, the Executive Director sends agreement to grantee for signature.

  i. If grantee has questions or concerns with grant agreement terms, RAF staff will address and connect with Legal team as needed.

  ii. After grantee signs, the RAF Treasurer countersigns.

  iii. Once the grant agreement is executed, grantee will send an invoice to begin the process to disburse the grant funds.

5. RAF conducts monthly performance follow-up with grantee through on our grants management platform.

Invited grantees will submit additional social impact reports through our social impact reporting platform. Once a grantee submits an interim social impact report, RAF staff will provide feedback on recommended adjustments to the program model to maximize social impact. Renewal Status of a grant is contingent on the grantee meeting/exceeding social impact metrics and making any agreed upon adjustments to a program model.

6. RAF closes out the grant at end of the grant term.

  i. If there is no fund balance: RAF will review final narrative and financial report to inform program changes/revisions for future year(s) of funding.

  ii. If there is a fund balance:

    • If the grantee will be renewed, funds will rollover into the renewed budget and grant term.

    • If the grantee won't be renewed, RAF will discuss with the grantee on a grant term extension or the return of unexpended funds.