



## Request for Proposals: **YEAR 2017**

**CITY OF MILWAUKEE  
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION  
ON BEHALF OF THE  
BLACK MALE ACHIEVEMENT ADVISORY COUNCIL**

**APPLICATIONS DUE: July 21, 2017**

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**City of Milwaukee  
Community Development Grants Administration**

**Steven L. Mahan, Director  
City Hall – 200 East Wells Street; Room 606  
Milwaukee, Wisconsin**

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## **INTRODUCTION**

### **My Brother's Keeper and Black Male Achievement**

In 2013, City of Milwaukee leaders began taking advantage of technical support from the National League of Cities and the Campaign for Black Male Achievement's ***City Leadership to Promote Black Male Achievement*** initiative to develop a systemic approach to reducing disparities between Black males and their peers across the city.

The targeted support along with the full commitment of the Mayor and the city's Common Council prompted the creation of the Milwaukee Black Male Achievement Advisory Council, established to offer counsel and recommendations to city, county and state policy leaders on issues impacting Black males and low income minority populations within the city, county and region.

The 16 member Council is co-chaired by the Mayor and a City Alderman, includes appointed city staff, the City Treasurer, representatives of the local public school district and County Board of Supervisors, business, faith and community member and key local philanthropic leaders.

The MBK Community Challenge has provided Milwaukee with an additional impetus to drive the BMA Advisory Council further in improving life outcomes for all boys and men of color.

Working with the community, local MBK efforts are being organized under five key impact areas identified by the BMA Advisory Council to intentionally lift up Boys and Men of Color and low income communities within the broader scope of the MBK Community Challenge.

**This request for proposal is requesting the community to support efforts that increase educational, economic and social leadership opportunities for men and boys of color and low income individuals in the City of Milwaukee.**

Grant (Amount to Allocate): **\$100,000**

- **One-year planning grants up to \$50,000 to catalyze new efforts**
- **One-year project grants up to \$50,000 to support collaborative, community-based programs and services**

## PROPOSAL CHECKLIST - YEAR 2017

### Complete Applications must be received no later than 2:00 pm on July 21, 2017.

As a final step before submitting your application, use this checklist to ensure that your application is complete. **Failure to include any of the following items will result in disqualification of your application.**

All organizations applying for grant funds should complete and submit **ONE ORIGINAL AND 3 copies** of the following Year 2017 documents:

- Application Executive Summary, signed and dated
- RFP Program Application
- Agency Budget-Revenue Form
- Agency Budget-Expenses Form
- Corporate Documentation as needed (*one copy only*)
- Board of Directors Roster
- Additional information specific to activity

**CORPORATE DOCUMENTATION to be included with the Application** (*ONLY* for groups not currently under contract with the City or for groups currently funded who are submitting changes/updates to corporate documents).

Submit *one copy* of the following documents:

1. Articles of Incorporation
2. Corporate By-Laws
3. A roster of the current board of directors (form included in Appendix)
4. Corporate Organizational Chart
5. Federal Tax Exemption determination letter
6. State Sales Tax Exemption Status Letter with Tax Exempt number indicated
7. Accounting policies and procedures

**NOTE: This information is necessary for evaluation by CDGA and the City Comptroller of the ability of the City of Milwaukee to enter into a contract with the applicant.**

**If your Application is funded, some additional Financial documents will be required to execute a contract between the City of Milwaukee and your organization.**

Proposals may be hand delivered or mailed. **Handwritten, faxed, electronic and incomplete applications will not be accepted.**

All proposals which are received after the closing date of ***July 21, 2017***, will not be reviewed and will be returned to the applicant. **To ensure fairness, no exceptions will be granted.**

## YEAR 2017 REQUEST FOR PROPOSALS

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### **APPLICATION PROCEDURES**

As designated by the Community and Economic Development Committee of the Milwaukee Common Council, service providers for Funding Year 2017 **must meet the following legal requirements:**

- A municipal governmental agency; *or*
- A nonprofit organization ***located in the City of Milwaukee*** and organized under Chapter 181 of the Wisconsin Statutes, qualified as a Section 501(c)(3) organization, ***at the time of grant application submission.***

All proposals and supporting documents must be complete upon initial submission, and must be typed  
---- **NO HANDWRITTEN, ELECTRONIC, FAXED OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

**Completed proposals and required attachments must be received at the Community Development Grants Administration office no later than 2:00 pm on July 21, 2017. No extensions will be granted.**

#### **Submit One original & Three copies to:**

Mr. Steven L. Mahan, Director  
Community Development Grants Administration  
City Hall, Room 606  
200 East Wells Street  
Milwaukee, Wisconsin 53202

Questions may be directed to the office of Community Development Grants Administration at (414) 286-3647.

- Follow the prescribed format for Application preparation closely. Present information in the order indicated. Submit all requested information or indicate not applicable (N/A), where appropriate.
- Do not submit materials other than those specifically requested. Letters of Support and Appendices submitted under separate cover will be discarded.
- If you are applying for more than one activity, you must submit a separate application with separate Budgets and attachments.
- If you decide to replicate the application, make certain it is consistent in all respects with the Original Application.

**Otherwise, a total of 25 points will be deducted for applications that do not follow the pre- formatted application.**

## **APPLICATION PROCEDURES *cont'd***

### **NOTICES**

The City of Milwaukee reserves the right to reject all proposals.

All materials submitted shall become public records retained by the City of Milwaukee, with the following exceptions: late and/or incomplete applications or requests for funding for projects that are not a part of this solicitation, will be returned to the applicant without further review, and materials not requested as part of the application packet will be discarded.

If Applicant makes a false statement or misrepresentation in this Application to obtain Federal funds and funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

### **FUNDING DECISION**

The actual decision to award funds is considered first by the Black Male Achievement Advisory Council then forwarded to the City of Milwaukee Community and Economic Development Committee and then forwarded to the Common Council and Mayor for final review and approval

### **Faith-Based Organizations**

Per the regulations of the U.S. Department of Housing & Urban Development, organizations may not use HUD funds to support inherently religious activities such as worship, religious instruction, or proselytization.

### **Federal Non Discrimination Provisions**

Per the regulations of the U.S. Department of Housing & Urban Development, No person shall, on the grounds of race, color, national origin, religion or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or part with Federal financial assistance.

## DEFINITIONS

1. **BMAAC** – Milwaukee Black Male Achievement Advisory Council
2. **CDGA**- Community Development Grants Administration
3. **MBK** – My Brother’s Keeper Initiative
4. **Outcomes** - are the benefits derived from program activities. Typical example
  - After School Recreation - participating youth improve in school and reduce their involvement with the criminal justice system.
5. **Outcome Measurements** are the specific items of information that track a program’s success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome.
6. **Short Term Outcomes** - are benefits derived from program activities that can usually be observed within a one year period.
7. **Mid Term Outcomes** - are benefits derived from program activities that usually occur within two to three years.
8. **Long Term Outcomes** - are benefits derived from program activities that are more global in scope and impact and are usually observable within three - five years.

Most planning groups reported that their neighborhoods would experience long term outcomes as a result of the expenditure of funds

9. **Long Term Outcome Indicators** - for CDGA, these are objective data which measures the health of a community relative to housing and crime.

# YEAR 2017 FUNDING APPLICATION BY CATEGORY

## 1. Access to Economic and Entrepreneurial Opportunity

- A. Fuel creative and entrepreneurial innovations among low to moderate income persons.

**Strategy:** Increase the number low to moderate income persons who serve on boards of cooperative economic enterprises. Encouraging mentoring and creation of markets for existing services and business start-ups.

- B. Increase the representation and participation in decision-making bodies and processes across all sectors (Public and Private) for low to moderate income persons.

**Strategy:** Increase the number of low to moderate income persons serving on non-profit boards and community lead councils and taskforce committees.

## 2. Identity, Gender and Character Development

- A. Establish alternative community-based institutions to sustain achievement efforts low to moderate income persons.

**Strategy:** Create a city-wide rites of passage program that integrates curricula across grade levels, leading to mentoring councils that focus on positive assets.

## 3. Educational Opportunities

- A. Improve administration of justice for low to moderate income persons.

**Strategy:** Increase the Courts' use of alternative sentencing and alternatives to Suspension/Expulsion for Students in the Public school system.

**If you are submitting for more than one activity you must submit separate applications and separate budgets for each activity.**

**APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2017**

**DUE DATE: July 21, 2017**

**NOTE: Separate applications and separate budgets are required for each type of activity for which you are applying. Combined applications and budgets will not be accepted and will be returned to the applicant.**

Total Amount Requested \$ \_\_\_\_\_

RFP Activity/Category for which you are applying # \_\_\_\_\_

RFP Page # \_\_\_\_\_

Applicant Organization Name: _____
Organization Address: _____ City _____ Zip _____
Contact Person: _____ Title _____
Contact Person's Telephone Number: _____ Fax Number: _____
E-Mail Address: _____
Is applicant a 501 (C)(3) organization? Yes _____ No _____
Is applicant a faith-based organization? Yes _____ No _____
Federal Employer Identification Number _____
Executive Director: _____ Phone Number _____
Board President: _____ Phone Number _____

**Check one:** Organization received funds from CDGA in 2016/17 \_\_\_\_\_  
Organization did not receive funds from CDGA in 2016/17 \_\_\_\_\_

**Proposal submission(s) must be authorized and signed by an official of the Board of Directors.**

Name and title of Board Official: \_\_\_\_\_

Signature of Board Official: \_\_\_\_\_

**NOTICE:**

**A false statement or misrepresentation in the proposal to obtain grant funds and if funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.**

## A. PART 1 – PROGRAM DESIGN

1. Describe the specific activity to be performed and the goals of the program.

**NOTE:** Please refer to the specific RFP for additional activity requirements.

Score: \_\_\_\_\_(25 pts)

2. Describe your agency's outreach and all of the methods that will be used to inform eligible persons about your program. Include the number of persons to be served by your program. (5 pts)

Score: \_\_\_\_\_(5 pts)

3. **Outcomes:** Describe the expected outcomes (results, impact or change) expected to come about as a result of your program.

Score: \_\_\_\_\_(15 pts)

## **B. Budget & Resources Leveraged**

1. Include a proposed budget for your program utilizing the appropriate budget form.

**You must submit a separate budget form for each separate activity for which you are applying.**

Score: \_\_\_\_\_(5pts)

# AGENCY BUDGET: EXPENSES REQUESTED FUNDS ONLY

(A Separate Budget is required for each RFP for which you are applying; Combined budgets for different activities are not acceptable and will result in a score of zero for this section)

Organization: \_\_\_\_\_

Program Name: \_\_\_\_\_

Show a proposed budget for the program for which you are applying. Include all committed and pending funds for your program.

CATEGORY	Requested Funds	Committed Funds (list source)	Pending Funds (list source)
Personnel			
Fringe Benefits			
Occupancy/Utilities			
General Services (training, travel, printing, advertising, memberships)			
Supplies (office products, postage, computer and cleaning supplies, etc.)			
Contractual Services (accounting, legal, consulting, insurance)			
Equipment(Purchase/Rental)			
Other Costs(Describe)			
<b>TOTAL COSTS</b>			

## PART 2: EXPERIENCE

1. How long has your agency been performing the specific activity for which you are applying?

\_\_\_\_\_

Describe your agency's specific experience in providing the service for which funding is requested.

Score \_\_\_\_\_ (15 pts)

2. How many staff will work on performing the activity? \_\_\_\_\_

Describe your agency's specific **staff experience** in providing the service for which funding is requested.

Score: \_\_\_\_\_ (15 pts)

# ACCOMPLISHMENTS

## 3a. Existing Agencies (Currently Funded by CDGA):

CDGA will utilize existing accomplishment data for currently funded groups.

**NOTE:** If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

**NOTE:** A written narrative alone by the applicant does not qualify as documentation of accomplishments.

*Failure to provide the required documentation will result in a score of zero for this section.*

## 3b. New Groups (not currently funded by CDGA):

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date.

New groups must include THIRD PARTY documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.

**NOTE:** A written narrative alone by the applicant does not qualify as documentation of accomplishments.

*Failure to provide the required documentation will result in a score of zero for this section.*

Score: \_\_\_\_\_ (20 pts)

## Board of Directors Roster for Agencies with Grants Administered by Community Development Grants Administration

Date Completed: \_\_\_\_\_

Program Year: 2017

NAME & TITLE	RACE	ADDRESS-INCLUDE CITY, STATE & ZIP	TERM EXPIRATION
NAME:			
TITLE:			
NAME:			
TITLE:			
NAME:			
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NAME:			
TITLE:			

The Slate of Officers of the Board Shall Commence on \_\_\_\_\_ and End on \_\_\_\_\_.

**NOTE: THIS FORM MUST BE SUBMITTED WHENEVER THERE ARE BOARD CHANGES.**