



YEAR 2016

**REQUEST FOR PROPOSALS FOR
COMMUNITY DEVELOPMENT
FUNDING**

APPLICATIONS DUE: August 19, 2015

**City of Milwaukee
Community Development Grants Administration**

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

Funds Provided by the U.S. Dept. of Housing & Urban Development

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REQUEST FOR PROPOSALS for Year 2016 Funding

HUD CATEGORY: Public Services

- | | |
|---|-------|
| ▪ Youth Services | 24-25 |
| ▪ Employment Services | 26-27 |
| ▪ Neighborhood Strategic Planning/Community Organizing/
Crime Prevention | 28-29 |

HUD CATEGORY: Special Economic Development

- | | |
|--------------------------------|-------|
| ▪ Special Economic Development | 31-32 |
|--------------------------------|-------|

HUD CATEGORY: Housing

- | | |
|---------------------------------|-------|
| ▪ Housing Accessibility Program | 34-35 |
| ▪ Affordable Housing Production | 36-38 |
| ▪ Graffiti Abatement | 39-40 |

- | | |
|--|-------|
| <u>HUD CATEGORY: Housing Opportunities for Persons with Aids(HOPWA)</u> | 42-45 |
|--|-------|
-

Appendix

*Income Characteristics for Program Participants

*Community-Based Development Organization Certification Forms

Appendix cont'd

***Map and Boundaries of Target Areas**

***Neighborhood Strategic Planning areas (NSP Areas 1 through 19)**

***Neighborhood Revitalization Strategy Areas(NRSA Areas 1 and 2)**

***Community Housing Development Organization (CHDO) Requirements**

***CHDO Requirements (Attachment A)**

***CHDO Board Checklist (Attachment B)**

***CHDO Project Market Assessment (Attachment C)**

INTRODUCTION

CITY OF MILWAUKEE – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Community Development Block Grant program was established by Congress in 1974 with the passage of the Housing and Community Development Act. This program provides funds to municipalities and other units of government around the country to develop viable urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low and moderate income persons. Local units of government develop their own programs and funding priorities, however all activities must be consistent with one or more of the following HUD national objectives:

- Principally benefits low/moderate income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem in the community (e.g., natural disaster)

As a Participating Jurisdiction (PJ) and entitlement community, the City of Milwaukee-Community Development Grants Administration (CDGA), receives annual funding allocations from the Federal government to fund activities to address these National Objectives.

As a recipient of these funds, the City of Milwaukee is required to submit to HUD an annual Funding Allocation Plan that describes how the City will utilize Federal funds to address the national objectives in a manner that will produce the greatest measurable impact on our community.

The statutes for the Federal formula grant programs set forth three basic goals against which the plan and the City's performance under the plan will be evaluated by HUD. The City must state how it will pursue these goals for all community development programs.

HUD statutory program goals are:

DECENT HOUSING - which includes:

- Assisting homeless persons obtain affordable housing;
- Assisting persons at risk of becoming homeless;
- Retaining the affordable housing stock;
- Increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- Providing affordable housing that is accessible to job opportunities.

A SUITABLE LIVING ENVIRONMENT - which includes:

- Improving the safety and livability of neighborhoods;
- Eliminating blighting influences and the deterioration of property and facilities;
- Increasing access to quality public and private facilities and services;
- Reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- Restoring and preserving properties of special historic, architectural, or aesthetic value; and,
- Conserving energy resources and use of renewable energy sources.

EXPANDED ECONOMIC OPPORTUNITIES- which includes:

- Job creation and retention;
- Establishment, stabilization and expansion of small businesses (including micro-businesses);
- The provision of public services concerned with employment;
- The provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- Availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
- Access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

Long-term outcomes linked to these goals are:

- Availability/Accessibility – This outcome relates to programs that make services, housing, infrastructure, public services, or shelter accessible or available to low or moderate income persons, include those with special needs and/or disabilities.
- Affordability – This outcome relates to programs that provide affordability to low or moderate income persons and can include affordable housing.
- Sustainability – This outcome relates to programs that improve communities and promote viability such as removing slum and blight or other services that sustain communities.

PROPOSAL CHECKLIST - YEAR 2016

Complete Applications must be received no later than 4:00 pm on August 19, 2015.

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, complete and submit **ONE ORIGINAL AND 10 copies** of the following Year 2016 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

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. **Faxed, electronic and incomplete applications will not be accepted.** All proposals which are received after the closing date of **August 19, 2015**, will not be reviewed and will be returned to the applicant. **Do not ask, as no exceptions will be granted.**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
YEAR 2016 REQUEST FOR PROPOSALS**

APPLICATION PROCEDURES

As designated by the Community and Economic Development Committee of the Milwaukee Common Council, service providers for Funding Year 2016 ***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.***

In addition, all funded activities must be eligible and meet one of the three (3) National Objectives of the U.S. Department of Housing & Urban Development (HUD):

- Principally benefits low/moderate income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem in the community (e.g., natural disaster)

Due to the high demand for services, all activities, with the exception of HOPWA(which covers the 4-County Milwaukee Metropolitan area), will be conducted in the CDBG Target Area (see Map in Appendix), unless otherwise noted in each RFP.

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 4:00 pm on August 19, 2015. No extensions will be granted.

Submit ten 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.

APPLICATION PROCEDURES CONT'D

- 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 Community Block Grant Application.

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

COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)

NOTE: Per the HUD regulations, the following RFP activities require that your agency be qualified as a Community-Based Development Organization:

- 1) Employment Services**
- 2) Special Economic Development**
- 3) Youth Services**
- 4) Neighborhood Strategic Planning/Community Organizing/
Crime Prevention**

If you are awarded funds for 2016, you will receive a letter from CDGA requesting the required documentation to be certified as a CBDO for the above-mentioned activities.

See Appendix for further instructions.

APPLICATION PROCEDURES *cont'd*

NOTICES

The City of Milwaukee reserves the right to reject all proposals. Contract awards based on submitted proposals shall further be subject to receipt by the City of Milwaukee of sufficient community development entitlement funds from the U.S. Dept. of Housing and Urban Development. Should the availability of federal funds for this RFP be reduced, the City's Community & Economic Development Committee can modify and reduce either the subrecipient's award and/or the program year or both.

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 City of Milwaukee Community and Economic Development Committee and forwarded to the Common Council and Mayor for final review and approval before the final submission to HUD. Funding recommendations by the CDGA staff are advisory to the Community and Economic Development Committee.

In addition, the Community and Economic Development Committee may designate a non-profit agency to act as a subrecipient in any manner it deems appropriate to carry out an eligible activity, per HUD Regulations 24CFR 570.200(f); 24 CFR Part 85; OMB Circular A-110.

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. **CDGA** - Community Development Grants Administration
2. **CDBG** - Community Development Block Grant
3. **CHDO** – Community Housing Development Organization
4. **ESG** – Emergency Solutions Grants
6. **HOME** - HOME Investment Partnerships
7. **HOPWA** - Housing Opportunities for Persons with AIDS
8. **Outcomes** - are the benefits derived from program activities. Typical examples:
 - Ten New Block Clubs - a core of 20 leaders are identified and trained to independently coordinate activities and issues on their blocks.
 - Abate Code Violations - property values are maintained or increased while elderly/ low income home owners are able to remain in their homes.
 - After School Recreation - participating youth improve in school and reduce their involvement with the criminal justice system.
9. **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.
10. **Short Term Outcomes** - are benefits derived from program activities that can usually be observed within a one year period.
11. **Mid Term Outcomes** - are benefits derived from program activities that usually occur within two - three years.
12. **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 these long term outcomes as a result of the expenditure of Federal funds. These outcomes are:

- Reduce Crime
- Increase Property Values
- Increase Economic Vitality (Jobs & Businesses)
- Improve Neighborhood Quality of Life

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

All proposals for funding in 2016 will be required to show how their activities and their short and mid-term outcomes will eventually lead to the above noted long term outcomes.

YEAR 2016 FUNDING APPLICATION FOR THE FOLLOWING FEDERAL FUNDS

- ❖ COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**
- ❖ HOME FUNDS**
- ❖ HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
(HOPWA)**

If you are submitting for more than one activity or for different funding sources, you must submit separate applications and separate budgets for each activity.

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2016**

DUE DATE: August 19, 2015

REQUIRED: Check the type of funding for which you are applying.

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

Total Amount Requested (CDBG Funds) \$ _____ (HOME Funds) \$ _____
(CHDO Operating Funds) \$ _____ (HOPWA Funds) \$ _____

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 2015 _____
Organization did not receive funds from CDGA in 2015 _____

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: For Housing Accessibility and Housing CHDO activities, 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 and how these contribute to one or more of CDGA's long term outcomes which are: 1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and 4) Improve Quality of Life.

Score: _____(15 pts)

B. Budget & Resources Leveraged

Include a proposed budget for your program utilizing the appropriate budget forms depending on the type of funding you are requesting (**CDBG, HOME or HOPWA funds**).

You must submit a separate budget form for each separate activity for which you are applying. Do not combine CDBG, HOME or HOPWA budgets.

Budget and revenue forms are on the following pages.

Score: _____(5pts)

AGENCY BUDGET: EXPENSES

CDBG 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)			
TOTAL COSTS			

AGENCY BUDGET: EXPENSES

HOME FUNDS ONLY

(for Affordable Housing Production CHDO activities 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)
Acquisition			
Rehab Hard Costs			
Soft Costs			
Contractual Services			
Other Costs			
CHDO Operating Costs			
TOTAL COSTS			

TOTAL AGENCY BUDGET: REVENUE
(inclusive of **all** programs operated by your agency)

Organization _____

Show a three year history of **actual revenue** received by your agency for the three year period shown.
If more space is needed continue with another page.

CATEGORY	2013	2014	2015
Government Grants (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
Foundation Grants (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
Other Revenue (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
TOTAL REVENUE			

HOPWA FUNDS ONLY

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS - YEAR 2016 BUDGET

1. **Program Budget** ---Enter on the budget form the total estimated expenses for operating the program.

PROGRAM BUDGET

CATEGORY	TOTAL HOPWA FUNDS	TOTAL OTHER FUNDS	TOTAL PROGRAM BUDGET
<p><i>Facility Based Housing Development includes:</i> Expenditures associated with the Acquisition, Rehabilitation Conversion or Repair of facilities to provide housing to HOPWA-eligible households. Also includes costs related to new construction for single room occupancy (SRO) dwellings and community residences.</p>			
Name each site:			
<p><i>Facility Based Housing Operations includes:</i> Expenditures associated with leasing a building, general housing operations (e.g., Maintenance, Security, Insurance, Utilities, Furnishings, Equipment, Supplies), and the provision of project based rental assistance.</p>			
Name each site:			
<p><i>Facility Based Non-Housing:</i> Expenditures associated with the construction, acquisition, rehabilitation, conversion, lease, or repair of a non-housing facility, such as a supportive services facility or an emergency shelter.</p>			
Name each site:			
<p><i>Tenant-Based Rental Assistance (TBRA):</i> A housing subsidy provided for use on the open rental market. The tenant holds a lease with a private landlord for a unit that is rented at or under Fair Market Rent and that meets Housing Quality/Habitability Standards.</p>			
Name each site:			
<p><i>Short-Term Rent, Mortgage, and Utility (STRMU) Assistance includes:</i> A housing subsidy provided to prevent homelessness of mortgagors or renters in their current place of residence. Grantees may provide assistance for rent, mortgage, or utilities for a period of up to 21 weeks in any 52-week period. Ongoing assessment of need is required and individual service plans must address housing stability.</p>			
Name each site:			

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS - YEAR 2016 BUDGET *cont'd*

CATEGORY	TOTAL HOPWA FUNDS	TOTAL OTHER FUNDS	TOTAL PROGRAM BUDGET
<p><i>Housing Information Services include:</i> Information and referral services to assist eligible persons with locating, acquiring, financing, and maintaining housing. Activities may include housing, counseling, housing advocacy, housing search assistance.</p>			
<p><i>Technical Assistance includes:</i> Assistance with establishing and operating a community residence, including planning and other pre-development or pre-construction expenses, as well as costs related to community outreach and education activities.</p>			
<p><i>Administration:</i> Expenditures for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities. (Costs may not exceed 7% of the total program budget).</p>			
<p><i>Supportive Services include:</i> Expenditures for services that improve the health and well-being of eligible persons and their family members. Services may be provided in conjunction with housing assistance or separately. Examples include employment assistance, alcohol and drug abuse treatment services, mental health services, transportation assistance, and limited use of funds for uncovered medical services (subject to program limitations).</p>			
<p><i>Permanent Housing Placement:</i> Expenditures that help establish a household in a housing unit, including (but not limited to) application fees, related credit checks, and reasonable security deposits necessary to move persons into permanent housing, provided such deposits do not exceed two months of rent and are designated to be returned to the program.</p>			
<p>TOTAL:</p>			

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.
NOTE: For Affordable Housing Production/CHDO activities; see following page for additional requirements related to experience and agency property inventory.

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)

Community Housing Development Organization (CHDO) EXPERIENCE CERTIFICATION

Please attach signed copies for each staff or consultant whose experience should be considered for meeting the Experience/Capacity requirement. Resumes should also be attached.

Name

Mailing Address

Phone Number

Fax Number

Project Name

Project Location

Project Type (Homebuyer, Rental, etc.)

Date Completed

Funding Sources

Describe Role on Project

Project References:

Name

Address

Phone

Name

Address

Phone

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

AGENCY PROPERTY INVENTORY

List all currently owned properties completed and/or in progress

Property Address	Number of Units	Property Type (Homebuyer or Rental)	Completion Date	Lease/Sale Date

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: 2016

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

Year 2016 REQUEST FOR PROPOSALS

HUD Category: Public Services

- ❖ **Youth Services**
- ❖ **Employment Services**
- ❖ **Neighborhood Strategic Planning/Community Organizing/Crime Prevention
(NSP Areas 1 through 19)**

YOUTH SERVICES

Total Funds Available: \$925,000 (CDBG Funds)

Key Activities – Program Description:

To provide opportunities for youth through education, crime prevention & personal development, civic engagement, community service, and recreation. All programs must be available to youth in the CDBG target areas (*See map in Appendix*). Licensed group homes and community based residential facilities are ineligible to apply.

Funding Guidelines: Minimum bid amount: \$30,000

Eligible Activities:

Education

Programs that have an intrinsic goal to increase educational attainment, academic achievement, and/or literacy skills. Examples include GED programs, writing workshops, intense tutoring and mentoring, English-as-a-Second Language (ESL) classes. A program is not considered educational by simply providing homework assistance or computer access.

Crime Prevention and Personal Development

Programs that aim to prevent crime, reduce teen pregnancy and develop leadership skills. Examples include programs that provide a safe haven and adult supervision for youth, after school and during the evenings and weekends.

Civic Engagement/Community Service

Programs that focus primarily on volunteering and community services such as those that educate the community on social and neighborhood issues. Community service or education must be the foundation of the activity.

Recreation

Recreational programs are those that provide sports, arts and crafts, theater or other similar activities for participants. These programs exist primarily to provide fun, safe, and creative outlets for youth.

Employment Services

Programs that are geared towards job training and job placement. The program must impart specific and marketable skills to recipients. This could include resume writing, interview preparation, and job search and placement assistance. The program might also offer job-specific skill development such as food service training or administrative skills through classes, internships or apprenticeships. The programming must comprise a large portion of the organization's youth activities.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.
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 to be served by your program.**
3. **Program Outcomes:**
Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.**

BUDGET

1. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

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.
2. How many staff will work on performing the funded activity?
Describe your agency's specific **staff experience** in providing the service for which funding is requested.
3. **Accomplishments:**

a. 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.

b. 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.

PUBLIC SERVICE – EMPLOYMENT SERVICES

Job Training & Placement and Job Placement Services

Total Funds Available: \$416,000(CDBG Funds)

You must clearly specify if you are applying for Job Placement or Job Training & Placement. If you are applying for both, two separate applications and two separate budgets are required. Combined applications will not be considered and will be returned to the applicant.

Key Activities – Program Description:

Seeking Community-based organizations to provide skilled Job Training & Placement services and Job Placement Services for low-income citizens in the CDBG Target area.

Funding Guidelines: Minimum bid amount: \$30,000

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.
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 to be served by your program.**
3. **Program Outcomes:**
Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.**

BUDGET

1. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

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.
2. How many staff will work on performing the funded activity?
Describe your agency's specific **staff experience** in providing the service for which funding is requested.

3. **Accomplishments:**

a. **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.

b. **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.

METHOD OF PAYMENT – Employment Services

Successful applicants will be awarded Pay-for-Performance Vendor Contracts for this activity and will be reimbursed as follows:

1. ***One-half*** of the allocated dollars will be available to the agency for administrative costs incurred throughout the program year to operate the program.
2. The remaining ***50%*** of funds will be reimbursed only upon a successful job placement and/or job retention. The job placement should coincide with the training received.
3. CDGA will not reimburse for placements that occur through the use of temporary staffing agencies unless the placement becomes permanent.

NEIGHBORHOOD STRATEGIC PLANNING/COMMUNITY ORGANIZING/CRIME PREVENTION

NSP Areas:

1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19

Total Funds Available: \$855,000(CDBG Funds)

Funding Guidelines: Allocation amount per each separate NSP area is \$45,000

NOTE: A full-time Community Organizer is required for each separate NSP area.

Key Activities – Program Description:

Seeking non-profit community-based organizations to coordinate and implement Community Organizing/Crime Prevention activities in the Neighborhood Strategic Planning Areas: 1 through 19.

The boundaries are: See NSP area map located in the Appendix.

MANDATED & REQUIRED ACTIVITIES:

- 1) Conduct and track door-to-door contacts with residents/businesses/stakeholders on issues; inform and provide resource information and follow-up.
- 2) In coordination with the Milwaukee Police Department(MPD), establish and maintain block clubs, neighborhood watches, and address criminal and other nuisance complaints.
- 3) Collaborate with City of Milwaukee Departments, law enforcement, and other community-based organizations and business groups on crime prevention, neighborhood improvement efforts, community events, community organizing and other collaborative projects.
- 4) Assist with coordinated cleans-ups between residents, area stakeholders, and the City's Department of Neighborhood Services.
- 5) Conduct neighborhood meetings involving stakeholders(residents and businesses) to address community priorities/issues.
- 6) Participate in CDGA required trainings and workshops on community organizing strategies and techniques and other trainings as mandated by CDGA.
- 7) Other neighborhood initiatives as mandated by CDGA.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.
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 to be served by your program.**
3. **Program Outcomes:** Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.**

BUDGET

1. Include a proposed budget for your program utilizing the budget form which is enclosed.

NOTE: A full-time Community Organizer is required for each NSP area.

PART II – EXPERIENCE (50 POINTS TOTAL)

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.
2. How many staff will work on performing the funded activity?
Describe your agency's specific **staff experience** in providing the service for which funding is requested.
3. **Accomplishments:**

a. 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.

b. 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.

HUD Category: Special Economic Development

❖ Special Economic Development

SPECIAL ECONOMIC DEVELOPMENT

Total Funds Available: \$500,000(CDBG Funds)

Key Activities – Program Description:

Provide technical assistance to new or existing businesses to result in one or both of the following outcomes within the program year:

- New Job Creation (full-time or part-time) for low income residents in the CDBG target areas.
- New businesses or business expansion resulting in new job creations.

Funding Guidelines: Minimum bid amount: \$30,000

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.
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 to be served by your program.**
3. **Program Outcomes:**
Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA’s stated outcomes which are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.**

BUDGET

1. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

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.
2. How many staff will work on performing the funded activity?
Describe your agency’s specific **staff experience** in providing the service for which funding is requested.
3. **Accomplishments:**
 - a. **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.

b. 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.

Other Program Requirements

Per the HUD regulations, eligible Business Assistance Economic Development activities funded by CDGA to assist for profit businesses must be directly linked to the creation of full or part-time Permanent jobs, at least 51% of which are to be held by low and moderate-income persons. Jobs indirectly created (spin-off or trickle down jobs) may not be counted as a created job. There must be a direct link between the CDBG assisted activity and the job created.

Eligible activities include, but are not limited to:

- **Technical assistance**
- **Business plan development**
- **Financial accounting**
- **Loan underwriting**
- **Revolving Loan Fund**
- **Legal and tax consulting**
- **City of Milwaukee-Disadvantaged Business Enterprise (DBE) certification**
- **Contract procurement**
- **Proposal writing**

METHOD OF PAYMENT – Special Economic Development

Successful applicants will be awarded Pay-for-Performance Vendor Contracts for this activity and will be reimbursed as follows:

1. **One-half** of the allocated dollars will be available to the agency for administrative costs incurred throughout the program year to operate the program.
2. The remaining **50%** of funds will be reimbursed only upon a successful job placement and/or job retention. The job placement should coincide with the training received.
3. CDGA will not reimburse for placements that occur through the use of temporary staffing agencies unless the placement becomes permanent.

Category: Housing

- ❖ **Housing Accessibility**
- ❖ **Affordable Housing Production(includes CHDO)**
- ❖ **Graffiti Abatement**

HOUSING ACCESSIBILITY PROGRAM

Total Funds Available: \$60,000(CDBG Funds)

Key Activities – Program Description:

Housing accessibility improvements for income eligible persons with physical, visual and hearing disabilities. Improvements can include handicap accessible ramps, bathroom, kitchen, bedroom and living room modifications and safety enhancements.

Funding Guidelines: Minimum bid amount: \$30,000

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program. Include the following: 1) average costs of ramp and/or electrical lift construction.
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 to be served by your program.**
3. **Program Outcomes:**
Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.**

BUDGET

1. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

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.
2. How many staff will work on performing the funded activity?
Describe your agency's specific **staff experience** in providing the service for which funding is requested.
3. **Accomplishments:**
 - a. **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.

b. 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.

Other Program Requirements

An approved ramp shall be paid on the basis of the number of lineal feet of ramp constructed. The accepted price per foot shall be invoiced at the completion of the ramp. CDGA, or its' delegate, shall inspect the ramp for acceptable completion and verification of length for billing purposes. Upon confirmation from the City's Department of Neighborhood Services, CDGA will initiate payment of invoices. Housing activities must comply with all applicable HUD Lead-Based paint regulations, including Title X of the Housing & Community Development Act, as amended.

HOUSING: Community Housing Development Organization (CHDO)

Housing Production: Acquire/Rehabilitate/Sell/New Construction

Total Available: HOME FUNDS ONLY

CHDO Affordable Housing Production: \$630,000

CHDO Operating Costs: \$200,000

Key Activity – Program Description:

CDGA is seeking qualified housing production agencies to acquire vacant, blighted residential structures for rehabilitation and/or to construct new housing on vacant City parcels. Housing units constructed or rehabilitated through the program must be located in the City of Milwaukee's CDGA Target Area and sold or rented to eligible low income households. Applicants must be eligible for CHDO certification and certified by the City of Milwaukee prior to contract execution and the disbursement of funds.

See Appendix for CHDO certification requirements and additional CHDO requirements.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific **CHDO-Eligible** activities to be performed and the goals of the Program. Include ownership/or expected date of conveyance, include property addresses, and timeline for the development through completion.
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 to be served by your program.**
3. **Program Outcomes:**
Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.**

Additional Activity Program Specifications

1. Describe any plans the agency may have to cluster its activity for greater impact in selected neighborhoods.
2. For new construction, (homebuyer or rental), describe how the agency will develop in-fill housing projects that are targeted to the needs of the community.
3. Indicate any special considerations such as whether the units will be Energy Star certified, accessible or visitable to those with physical or other impairments.
4. Describe your agency's relationships with local lenders and its ability to obtain construction financing.
5. Describe your agency's process for soliciting qualified subcontractors.
6. Describe your agency's methods for providing oversight during the construction phase to ensure quality workmanship, consumer satisfaction and compliance with HUD regulations.

BUDGET (5 points)

1. Include a proposed budget for your program utilizing the budget form which is enclosed.

Required Budget Specifications

- 1) Average HOME development subsidy per unit shall not exceed 50% of the development costs or \$50 per sq. ft.
- 2) Maximum CHDO operating costs or developer's fee shall be determined by CDGA.

PART II – EXPERIENCE (50 POINTS TOTAL)

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.
2. How many staff will work on performing the funded activity?
Describe your agency's specific **staff experience** in providing the service for which funding is requested.

3. **Accomplishments:**

a. **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.

b. **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.

Other Program Requirements

1. Housing activities must comply with all applicable HUD Lead-based paint regulations, including Title X of the Housing & Community Development Act, as amended.
2. Projects are subject to environmental review after the parcel has been identified and before any costs may be incurred.

3. The CHDO must be the owner, developer or sponsor of the housing constructed or rehabilitated through this program.
4. The City' Department of City Development (DCD) Planning Division must approve all plans and designs.
5. This program shall not displace any persons or businesses.
6. The agency shall collaborate with other neighborhood rehabilitation efforts to maximize revitalization of the target areas.
7. If funded, the agency will be required to provide a complete feasibility package for each housing project, (as defined by the City of Milwaukee-Housing Production manuals) and receive CDGA approval, prior to initiating a housing project.
8. All subcontractors working with the applicant must be in good standing with other City departments, hold a valid City of Milwaukee Home Improvement Contractor's license and not be listed on the Excluded Parties List System, (HUD's list of debarred contractors).

Federal HOME funds are included with this activity. The City will allocate funds only after a specific property has been identified and approved by the City. Use of HOME funds create programmatic obligations that relate to total compliance with building codes, income eligibility, expenditure and completion timelines, re-inspections and continued rent affordability.

GRAFFITI ABATEMENT

Total Available: \$80,000 (CDBG Funds)

Key Activity – Program Description:

CDGA is seeking qualified service provider(s) to remove graffiti from residential structures, including a public education component to help reduce the occurrence of graffiti. **NOTE: Applicant must utilize high-pressure washers("soda blasters") and other abatement equipment.**

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.
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 to be served by your program.**
3. **Program Outcomes:**
Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.**

BUDGET (5 points)

1. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

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.
2. How many staff will work on performing the funded activity?
Describe your agency's specific **staff experience** in providing the service for which funding is requested.
3. **Accomplishments:**
 - a. **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.

b. 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.

**Category: Housing Opportunities for Persons
WITH AIDS (HOPWA)**

- ❖ **Housing and Supportive Services for Persons
with AIDS**

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

Total Funds Available: \$ 571,584(HOPWA Funds)

Key Activities – Program Description:

Housing Opportunities for Persons with AIDS (HOPWA) funding can be used to assist all forms of housing designed to prevent homelessness including emergency housing, shared housing arrangements, apartments, single room occupancy (SRO) dwellings, and community residences. Appropriate supportive services must be provided as part of any HOPWA assisted housing, but HOPWA funds may also be used to provide services independent of any housing activity.

The following activities may be carried out with HOPWA funds:

1. Housing information services, including, but not limited to, counseling, information and referral services to assist an eligible person to locate, acquire, finance and maintain housing. This may include fair housing counseling for eligible persons who may encounter discrimination on the basis of race, color, religion, national origin, age, familial status or handicap;
2. Acquisition, rehabilitation, conversion, lease and repair of facilities to provide housing and services;
3. Project or tenant-based rental assistance, including assistance for shared housing arrangements;
4. Short term rent, mortgage and utility payments to prevent the homelessness of a tenant or mortgagor of a property; (separate from #3 above);
5. Supportive services including, but not limited to: health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, daycare, nutritional services, intensive care when required, and assistance to gaining access to Local, State and Federal government benefits except that health services may only be provided to individuals with AIDS or related diseases and not to family members of these individuals;
6. Operating costs for housing including maintenance, security, operations, insurance, utilities, furnishings, equipment, supplies and other incidental costs;
7. Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses including but not limited to, community outreach and educational activities regarding AIDS or related diseases for persons residing in close proximity to the community residence;
8. Administrative expenses: each project sponsor may not use more than seven percent of the amounts received for its own administrative costs.

Eligible Applicants

All cities, counties, housing authorities, tribal agencies and private non-profit agencies serving the four - County Milwaukee Metropolitan area: Milwaukee, Waukesha, Washington and Ozaukee counties are eligible to apply. The private non-profit agencies must be organized under Wisconsin Chapter 181; be exempt from taxation under subtitle A of Section 501(c) of the Internal Revenue Code; governed by a voluntary board of directors; use approved accounting systems and practice nondiscrimination in the provision of assistance.

APPLICATION PROGRAM NARRATIVE:

Utilizing the enclosed application, which conforms to the following outline, describe the following:

PART I – PROGRAM DESIGN – (50 POINTS TOTAL including Budget)

1. **ACTIVITY:** Describe the specific activity to be performed and the goals of the Program.
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 to be served by your program.**
3. **Program Outcomes:**
Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, 4) Improve Quality of Life.**

Additional Program Requirements

1. Describe the service area and the need for the project in the area to be served, including the relative number of AIDS cases and per capita AIDS incidence and the housing needs of eligible persons in the proposed service area.
2. Describe your client housing needs assessments (such as client intake procedures, housing case management or other efforts which serve to direct the type of housing assistance provided). Describe how often these client assessments of the appropriateness of the housing support are conducted or if they are ongoing.
3. Describe the appropriateness of the housing, case management and supportive services, including how activities will be carried out.
4. Describe your established written procedures and staff training efforts regarding confidentiality and Physical security for client records and the confidentiality of addresses/locations of any leased projects.
5. Describe your involvement with other agencies to collaborate and coordinate housing and supportive services for individuals and families affected by AIDS/HIV in your service area.
6. Describe the housing alternatives to be used, the role participants will have in deciding where to live and the role of the project sponsor in operating/maintaining the housing.
7. Describe your Policy on the Termination of Participation and Grievance Procedures, if a client violates your agency program requirements.
8. Explain how rental assistance payments will be administered, who will hold the lease and the income certification process for participants who are being charged rent.
9. Describe your method of tracking client eligibility and the amount of rental assistance provided through annual income re-certifications and resident rent payment determinations.

10. Explain the method for assuring that housing subsidized with HOPWA funds meets HUD Housing Quality Standards.
11. Assistance may not be provided for costs accruing over a period of more than 21 weeks in any 52-week period. Describe the method (calendar days of assistance, rounding a month to four weeks or counting full and partial weeks) you use for calculating the maximum allowable period of benefits.

BUDGET

1. Include a proposed budget for your program utilizing the budget form which is enclosed.

PART II – EXPERIENCE (50 POINTS TOTAL)

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.
2. How many staff will work on performing the funded activity?
Describe your agency's specific **staff experience** in providing the service for which funding is requested.

3. **Accomplishments:**

- a. **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.

- b. **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.

Definitions

For purposes of this Request for Proposals, the following definitions will be used:

1. **Acquired Immunodeficiency Syndrome (AIDS) or related diseases**, means the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus, (HIV);
2. **Eligible person** means a person with AIDS or a related disease and the family of such person;
3. **Low income individual** means any individual or family whose gross annual income does not exceed 80% of the median income for the area;
4. **Project sponsor** means any non-profit or governmental agency that receives funds to carry out eligible activities under this grant.

Other Program Requirements

1. Any building for which HOPWA rehabilitation grants are used must then be maintained as a facility to provide housing or assistance for individuals with AIDS or related diseases for not less than a three-year period or, if the grant amounts are used for major rehabilitation or conversion of the building, for not less than a ten-year period. Any building renovated or converted with the use of these funds, must meet the local government safety and sanitation standards. In addition, an environmental impact assessment will be required for proposals for acquisition and rehabilitation or new construction.
2. Each agency receiving a grant must submit monthly reports and also an annual performance report on the obligation and expenditure of HOPWA funds.

APPENDIX

INCOME CHARACTERISTICS FOR PROGRAM PARTICIPANTS

Based on the Federal Income Guidelines below, the family size and income level of each beneficiary is determined by the number of members in the household and on the following chart:

(HUD 2015 Income Limits)

NUMBER IN HOUSEHOLD	EXTREMELY LOW INCOME LEVEL	VERY LOW INCOME LEVEL	LOW INCOME LEVEL	NON LOW INCOME LEVEL
1	\$ 15,400	\$ 15,401 - \$25,700	\$ 25,701 - \$41,100	Over \$41,100
2	17,600	17,601 - 29,350	29,351 - 46,950	Over \$46,950
3	20,090	20,091 - 33,000	33,001 - 52,800	Over \$52,800
4	24,250	24,251 - 36,650	36,651 - 58,650	Over \$58,650
5	28,410	28,411 - 39,600	39,601 - 63,350	Over \$63,350
6	32,570	32,571 - 42,550	42,551 - 68,050	Over \$68,050
7	36,730	36,731 - 45,450	45,451 - 72,750	Over \$72,750
8	40,890	40,891 - 48,400	48,401 - 77,450	Over \$77,450

DEFINITIONS:

- 1) **Extremely Low Income Level.** This income level is at or less than 30% of County Median Income.
- 2) **Very Low Income Level.** This income level is between 31% and 50% of County Median Income.
- 3) **Low Income Level.** This income level is between 51% and 80% of County Median Income.
- 4) **Non Low Income Level.** Above 80% of County Median Income.

COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)

NOTE: Per the HUD regulations, if you are funded, the following RFP activities require that your agency be qualified as a Community-Based Development Organization:

- 1) Employment Services**
- 2) Special Economic Development**
- 3) Youth Services**
- 4) Neighborhood Strategic Planning/Community Organizing/
Crime Prevention**

Following this page is the HUD affidavit with the components that are required to certify an agency as a CBDO. This also includes the Board Profile form which must be completed by Board members that are part of the 51% low income representation.

If you are awarded funds for 2016, you will receive a letter from CDGA requesting the required documentation to be certified as a CBDO for the above-mentioned activities.

**CITY OF MILWAUKEE
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION**

HUD CBDO AFFIDAVIT for Organizations Qualifying as a HUD-Defined Community-Based Development Organization
--

(To be filled out by the Agency)

Agency Name: _____

A qualified Community-Based Development Organization (CBDO) is an organization which meets the following criteria in at least one of the three sections listed below. Check the appropriate section for your organization.

Section I (Must meet all eight components and must submit Board member profile for certification as a CBDO)

() Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient, or in the case of an urban county, the jurisdiction of the country; and

() Has its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and

() May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and

() Maintains at least 51 percent of its governing body's membership for low-and moderate income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low-and moderate-income neighborhood organizations located in its geographic area of operation; and

() Is not an agency or instrumentality of the recipient and does not permit more than one third of the membership of its governing body to be appointed by, or to consist of: Elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (v) of this section); and

() Except as otherwise authorized in paragraph (v) of this section, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent body; and

() Is not subject to requirements under which its assets revert to the recipient upon dissolution; and

() Is free to contract for goods and services from vendors of its own choosing.

Community Development Grants Administration
Board Member Profile for certification as a
Community-Based Development Organization (CBDO)

The following information is provided so that the _____
(CDBG-funded agency) can be certified as a Community-Based Development Organization (CBDO).

I, _____ hereby certify that I am a Board member of the aforementioned agency and meet the criteria circled below:

1. I am a resident of the service area of the corporation listed above and my household income (adjusted for family size) falls within the chart shown below; or,
2. I am an owner or senior officer of a business or institution located in or serving the service area of the agency listed above; or, (name of agency or business _____)
3. I represent a low income neighborhood organization serving the service area of the agency listed above.

I certify that the information provided above is accurate.

Board Member Name (Printed)

Board Member Signature

Date

(HUD 2015 Income Limits)

NUMBER IN HOUSEHOLD	EXTREMELY LOW INCOME LEVEL	VERY LOW INCOME LEVEL	LOW INCOME LEVEL	NON LOW INCOME LEVEL
1	\$ 15,400	\$ 15,401 - \$25,700	\$ 25,701 - \$41,100	Over \$41,100
2	17,600	17,601 - 29,350	29,351 - 46,950	Over \$46,950
3	20,090	20,091 - 33,000	33,001 - 52,800	Over \$52,800
4	24,250	24,251 - 36,650	36,651 - 58,650	Over \$58,650
5	28,410	28,411 - 39,600	39,601 - 63,350	Over \$63,350
6	32,570	32,571 - 42,550	42,551 - 68,050	Over \$68,050
7	36,730	36,731 - 45,450	45,451 - 72,750	Over \$72,750
8	40,890	40,891 - 48,400	48,401 - 77,450	Over \$77,450

DEFINITIONS:

- 1) **Extremely Low Income Level.** This income level is at or less than 30% of County Median Income.
- 2) **Very Low Income Level.** This income level is between 31% and 50% of County Median Income.
- 3) **Low Income Level.** This income level is between 51% and 80% of County Median Income.
- 4) **Non Low Income Level.** Above 80% of County Median Income.

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION
(CHDO) REQUIREMENTS

Community Housing Development (CHDO) REQUIREMENTS

CHDO ROLES

A certified CHDO must serve as the developer, sponsor, or owner of a HOME-eligible project when using funds from the 15 percent CHDO set-aside. A CHDO may serve in one of these roles for several projects or it may undertake projects in which it combines roles, such as being both an owner and developer.

A. CHDO AS DEVELOPER

A CHDO is considered a developer when it either owns the property and develops the project or owns the property and oversees the development process that is contracted with a developer.

In the role of a CHDO developing Rental property, it must obtain financing and rehabilitate or construct the project. The CHDO must maintain ownership and maintain effective project control during the period of affordability.

In the role of a CHDO developing Homebuyer property, the CHDO must own and develop the project, arrange project financing, and remain in sole charge of the development process until it sells the property to an eligible homebuyer.

If the CHDO develops the property for an owner pursuant to a written or other agreement with the PJ, the CHDO is acting in the capacity of a subrecipient. CHDOs receiving funds as subrecipients cannot use the funds from the 15 percent CHDO set-aside for that particular project or service.

B. CHDO AS A SPONSOR

A CHDO may be a sponsor for both HOME-assisted rental housing and homebuyer housing. A CHDO sponsor must always obtain title to the project before the development phase begins.

For HOME-assisted rental housing - The CHDO is considered a sponsor when it develops a project that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. The conveyance may occur prior to or during development or upon completion of the development of the project. In this situation, the following requirements apply:

- HOME funds must be invested in the project owned by the CHDO sponsor. The CHDO sponsor must identify the particular nonprofit organization that will obtain ownership of the property prior to commitment of HOME funds. The second nonprofit must assume all HOME obligations (including repayment of loans and tenant and rent requirements) for the project from the CHDO at a specified time. If the property is not transferred to the nonprofit organization, the CHDO sponsor will remain liable for the HOME obligations.

ATTACHMENT A

- The nonprofit organization must be financially and legally separate from the CHDO sponsor. (The second nonprofit may have been created by the CHDO; nevertheless it is a separate entity from the CHDO.) The CHDO must provide sufficient resources to the nonprofit organization to ensure the completion of the development and long-term operation of the project.
- New sponsorship role: Rental projects owned by a wholly owned subsidiary of the CHDO or a partnership of which the CHDO or its wholly owned subsidiary is the sole managing member or sole general partner. (CHDOs in LIHTC deals are always in this sponsorship role) The CHDO, or its wholly owned subsidiary, must be the sole general partner of a limited partnership or the sole managing member of a limited liability company.

For HOME-assisted homebuyer projects - The CHDO is considered a sponsor when it owns a property and then shifts responsibility for the project to another nonprofit at a specified time in the development process. The second nonprofit, in turn, transfers title, along with the HOME obligations and resale/recapture requirements, to a HOME-qualified homebuyer within a specified time frame. In this situation, the following requirements apply:

- The HOME funds must be invested in the property owned by the CHDO.
- The other nonprofit being sponsored by the CHDO must acquire the completed units or complete the rehabilitation or construction of the property. Upon completion of the rehabilitation or construction, the sponsored nonprofit is required to sell (transfer) the property, along with the HOME loan/grant obligations, to a qualified homebuyer. This sponsorship role could include a lease-purchase approach, whereby the sponsor would lease the property to a homebuyer for a period not to exceed two years. At the expiration of the lease, the sponsor must sell or transfer the property, along with the HOME loan/grant obligations, to the homebuyer. If the property is not transferred, the sponsored nonprofit retains ownership and all HOME rental requirements will apply.

C. CHDO AS AN OWNER

A CHDO is considered an owner of a property when it holds valid legal title or has a long-term leasehold interest (99-year minimum). The CHDO may be an owner with one or more individuals, corporations, partnerships, or other legal entities.

While a CHDO may be sole owner and have another entity act as developer, it can also be the owner and developer of its own project. The CHDO may own a property in partnership with either a majority or minority interest. However, the CHDO, in partnership with a wholly owned for profit or nonprofit subsidiary, must be the managing general partner with effective control (in decision making authority) of the project.

Community Housing Development Organization
Agency Board Certification Checklist

CITY OF MILWAUKEE REQUEST FOR CHDO CERTIFICATION	
Agency:	_____
Address:	_____
City:	<u>Milwaukee, Wisconsin</u> Zip: _____
Contact:	_____ Phone: <u>(414)</u>

The information contained in this checklist refers to the definition of Community Housing Development Organization (CHDO) in Subpart A, Section 92.2 of the HOME Final Rule. ***Please attach the supporting documentation referenced below*** and submit to the Housing Program Officer assigned to your organization.

I. LEGAL STATUS

- A. The nonprofit organization is organized under State or local laws, as evidenced by:
_____ A Charter, OR
_____ Articles of Incorporation.
- B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:
_____ A Charter, OR
_____ Articles of Incorporation.
- C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by:
_____ A 501(c) Certificate from the IRS.
- D. Has among its purposes the provision of decent housing that is affordable to low-and moderate-income people, as evidenced by a statement in the organization's:
_____ Charter,
_____ Articles of Incorporation,
_____ By-laws, OR
_____ Resolutions.
_____ A HUD approved audit summary 1

II. CAPACITY

A. The nonprofit organization conforms to the financial accountability standards of current guidance found at 2 CFR Chapter 1, and Chapter II, Part 200, et. al., 24 CFR §92.505, and the following requirements, "Standards for Financial Management Systems," as evidenced by:

- _____ A notarized statement by the president or chief financial officer of the organization;
- _____ A certification from a Certified Public Accountant; OR
- _____ A HUD approved audit summary.

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

- _____ Resumes and/ or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR
- _____ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization, only allowed during first start -up year.

C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

- _____ Statement that documents at least one year of experience in serving the community, OR
- _____ For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock, and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD-approved representative.

III. ORGANIZATIONAL STRUCTURE

- A. Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.

Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

- B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:

_____ The organization's By-laws,
_____ Resolutions, OR
_____ A written statement of operating procedures approved by the governing body.

- C. A CHDO may be chartered by a State or local government, however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.

- D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation. 3

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization, as evidenced by:

_____ The organization's By-laws, OR
_____ A Memorandum of Understanding (MOU).

B. A CHDO may be sponsored or created by a for-profit entity, however:

(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:

_____ The for-profit organization's By-laws

AND;

(2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:

_____ By-Laws,
_____ Charter, OR
_____ Articles of Incorporation.

CHDO PROJECT MARKET ASSESSMENT

As a result of the FY2012 HOME Appropriations Law, and new Final Rule 2013, additional requirements were established for projects developed by CHDOs using HOME funds. One of them is the need to show that the neighborhood market conditions have been examined to ensure there is adequate need for the project. It applies to both homebuyer and rental projects where development is occurring.

If you are funded, you will be required to complete a market assessment using existing primary and secondary data sources. It can be used for homebuyer projects and rental projects that are 14 units or less (rental projects that are larger than 14 units should complete a more comprehensive market analysis).

Potential Data Sources:

- HUD Consolidated Plan Data Sets: <http://egis.hud.gov/cpdmaps/>
 - *CPD Maps Online Mapping & Data Tool includes data on housing and economic conditions, including demographic data, information about housing stock, other affordable housing, facilities and other assets by census tract, county or state.

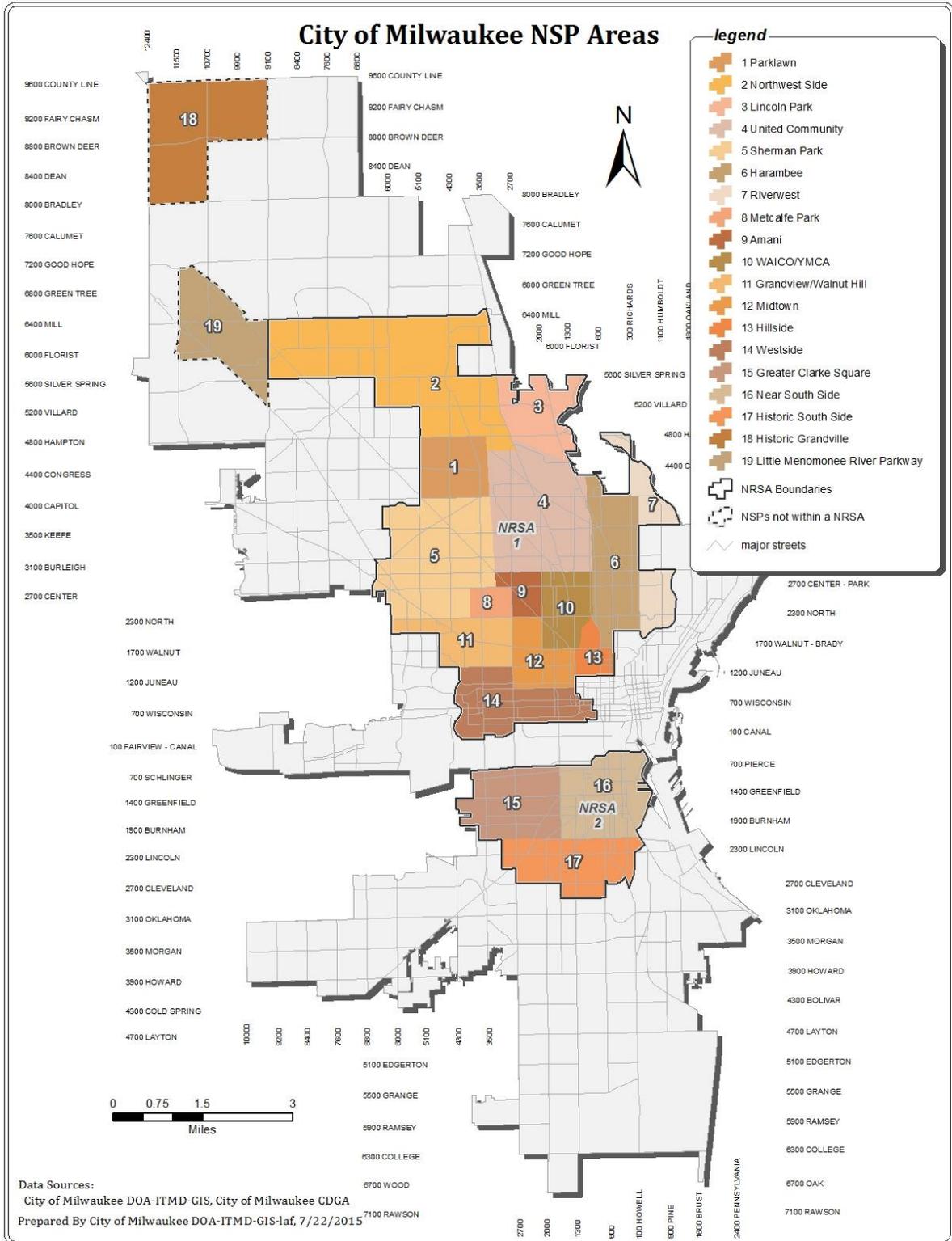
- Neighborhood Data Center at the Nonprofit Center of Milwaukee
 - *Contact Todd Clausen (tclausen@nonprofitcentermilwaukee.org or 414-344-3933) for details.
 - *Housing Market and Sales Analysis by neighborhood boundary, compared to City, County or MSA.
 - *Demographic data by neighborhood, City, County or MSA.
 - *They do charge for reports, but offer very reasonable rates for CDBG-funded agencies and nonprofit organizations.

- Census Data: www.census.gov
 - *Click on Date, then American Fact Finder to start.

- Other Web Resources are available both locally and elsewhere.
 - *MapMilwaukee, City of Milwaukee COMPASS (access at www.city.milwaukee.gov)

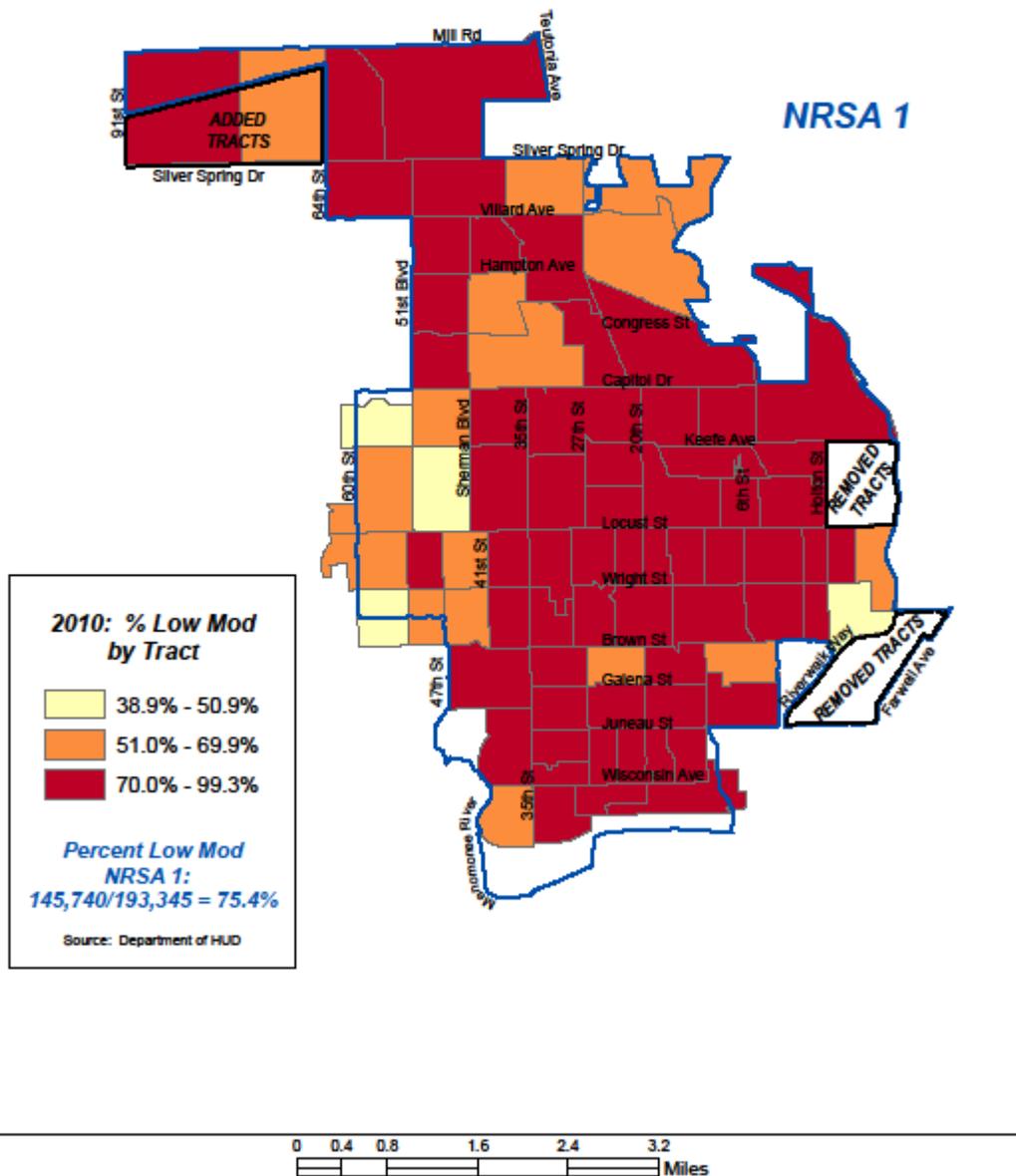
- Fieldwork
 - *Neighborhood or site assessment, examination of competing properties.
 - *Interviews and relationships with neighborhood and community organizations to determine project need.

NEIGHBORHOOD STRATEGIC PLANNING AREAS 1 THROUGH 19



Map and Boundaries of Target Areas Neighborhood Revitalization Strategy Area 1

**City of Milwaukee - Community Development
Block Grants Administration:
Neighborhood Revitalization Strategy Area 1
Low Mod Data, 2010**



Map and Boundaries of Target Areas Neighborhood Revitalization Strategy Area 2

**City of Milwaukee - Community Development
Block Grants Administration:
Neighborhood Revitalization Strategy Area 2
Low Mod Data, 2010**

NRSA 2

