

**YEAR 2009**

**REQUEST FOR PROPOSALS FOR  
COMMUNITY DEVELOPMENT FUNDING**

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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**

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

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# REQUEST FOR PROPOSALS for Year 2009 Funding

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# **CITY OF MILWAUKEE – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

## **Introduction**

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 the following three (3) National Objectives of the U.S. Department of Housing and 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)**

The overall goal of the program is to address the needs of Milwaukee's low-income residents through funding and promotion of programs that strive to provide the greatest measurable impact in our community.

Many activities conducted are under the direct control and supported by the following Federal entitlement funds which are administered by the Community Development Grants Administration: Community Development Block Grant (CDBG), HOME Investment Partnerships, Stewart E. McKinney Emergency Shelter Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA) and American Dream Downpayment Initiative (ADDI).

**Geographic Distribution:** The geographic distribution for these entitlement funds, with the exception of HOPWA funds, is the Community Development Block Grant Target area. The HOPWA funds cover the four-County Milwaukee Metropolitan Statistical Area comprised of: Milwaukee, Waukesha, Ozaukee and Washington counties.

Utilizing the City's Housing and Community Development Consolidated Plan as a blueprint for investment in Milwaukee's neighborhoods, funding is targeted to programs that are consistent with the following strategies:

- ❖ **Create jobs through aggressive economic development**
- ❖ **Revitalize neighborhoods by targeting resources to make a clear and measurable impact**
- ❖ **Eliminate barriers to employment by working in partnership with community stakeholders**
- ❖ **Create and maintain affordable homeownership opportunities and affordable, quality, rental housing for community residents**

The long-term outcomes expected from these strategies are:

- ❖ **Reduced Crime**
- ❖ **Increased Property Values**
- ❖ **Increased Economic Vitality**
- ❖ **Improved Neighborhood Quality of Life**

**The emphasis is on targeting resources to effectuate neighborhood revitalization by integrating housing, economic development and public services in a tightly defined geographic area through a clear and well planned development strategy.**

## **PROPOSAL CHECKLIST - YEAR 2009**

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### **Complete Applications must be received no later than 4:00 pm on Thursday, August 21, 2008.**

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 **10 copies** of the following Year 2009 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 **Thursday, August 21, 2008,** 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 2009 REQUEST FOR PROPOSALS

### **APPLICATION PROCEDURES**

As designated by the Community and Economic Development Committee of the Milwaukee Common Council, service providers for Funding Year 2009 **must meet the following legal requirements:**

- A municipal governmental agency; *or*
- A nonprofit organization 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.

The date of issue for these proposals is August 1, 2008. 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 Thursday, August 21, 2008.**  
**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.

#### **Year 2009 Funding Allocation Cycle:**

Request for Proposals issued	August 1, 2008
Proposals due to CDGA	August 21, 2008
C&ED Committee Funding Adoption Meeting	October 20, 2008
Common Council Meeting	October 28, 2008
Year 2009 Program Year	January 1, 2009-December 31, 2009

## **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.
- Additional information required under the RFP Method Specifications must be incorporated into the Program Narrative.
- 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:

**Senior Services  
Employment Services  
Economic Development  
Youth Services**

**If you are awarded funds for 2009, 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. In the event of such a modification or reduction, the subrecipient shall be notified in advance of the pending Community & Economic Development Committee meeting where such action shall take place.

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. Applicants that are not recommended for funding, will be notified by mail.

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.

## DEFINITIONS

1. **ADDI** – American Dream Downpayment Initiative
2. **CDGA** - Community Development Grants Administration
3. **CDBG** - Community Development Block Grant
4. **CHDO** – Community Housing Development Organization
5. **ESG** – Emergency Shelter 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 Neighborhood Strategic Plans submitted to CDGA had four basic Long Term Outcomes. 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 2009 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 2009 FUNDING APPLICATION FOR THE FOLLOWING FEDERAL FUNDS**

- ❖ **COMMUNITY DEVELOPMENT BLOCK GRANT 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 2009**

**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)\$ \_\_\_\_\_ (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 2008 \_\_\_\_\_

Organization did not receive funds from CDGA in 2008 \_\_\_\_\_

**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.**

**PART 1: PROGRAM DESIGN & SPECIFICATIONS  
60 POINTS TOTAL**

<b>A. Households/Clients Served:</b> Describe the specific population to be served, including target low income level and special needs populations, as applicable. <u>You must also indicate the total number of households to receive direct services by your program in 2009.</u>	(5 pts maximum)
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**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

<i>Comments:</i>	<i>Score:</i>
------------------	---------------

<b>B. Outreach:</b> Describe in a narrative, your agency's outreach and all of the methods that will be used to inform eligible persons about your program.	(5 pts maximum)
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**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

<i>Comments:</i>	<i>Score:</i>
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**C. Activity, Goals, Timeline, Outcomes:**

**(30 points maximum)**

**Describe: 1) The specific activity to be performed; 2) The goals of the program; 3) The timetable for implementation and; 4) The expected outcomes, (results, impact or change) expected to come about as a result of your program and describe 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, Improve Quality of Life.**

**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

*Comments:*

*Score:*

**D. Method: Describe the method that will be used to meet the goals and Objectives as stated in your application. YOU MUST ALSO RESPOND TO THE REQUIREMENTS STATED UNDER THE SECTION “METHOD” IN THE RFP WHEN COMPLETING THIS SECTION.**

**(15 points maximum)**

**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

*Comments:*

*Score:*

**E. Budget and Resources Leveraged: Include a proposed budget for your program utilizing the budget form which follows this page. You must submit a separate budget for each separate activity for which you are applying.**

**(5 points maximum)**

**NOTE: The HOPWA budget is incorporated within the HOPWA RFP.**

**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

*Comments:*

*Score:*

**TOTAL POINTS PART 1**  
**(60 maximum)**

# 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)			
<b>TOTAL COSTS</b>			

**PART 2: EXPERIENCE  
40 POINTS TOTAL**

**A. Agency Experience with Activity: Describe the specific experience that your agency has in providing the service for which funding is requested.**

**(15 pts maximum)**

**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

*Comments:*

*Score:*

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

**(5 pts maximum)**

**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

*Comments:*

*Score:*

**C. Financial/Organizational/Administration: Describe your agency's financial, organizational, board and administrative structure.**

**(5 pts maximum)**

**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

*Comments:*

*Score:*

**D. Accomplishments:**

**(15 pts maximum)**

**Existing Agencies (Currently Funded by CDGA):**

Please summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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.***

**New Groups (not currently funded by CDGA):**

Please 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.***

**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

*Comments:*

*Score:*

**TOTAL POINTS**  
**PART 2**  
**(40 maximum)**



**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	2006	2007	2008
<b>Government Grants</b> (list sources)			
A.			
B.			
C.			
D.			
<b>Subtotal</b>			
<b>Foundation Grants</b> (list sources)			
A.			
B.			
C.			
D.			
<b>Subtotal</b>			
<b>Other Revenue</b> (list sources)			
A.			
B.			
C.			
D.			
<b>Subtotal</b>			
<b>TOTAL REVENUE</b>			

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

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

Program Year: 2009

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 2009**

**REQUEST FOR PROPOSALS**

## **HUD Category: Public Services**

- ❖ **Senior Services**
- ❖ **Youth Services**
- ❖ **Employment Services**
- ❖ **Tool Loan Program**

## **PUBLIC SERVICE – SENIOR SERVICES**

**Total Available: \$65,000  
(CDBG Funds)**

### **Key Activities – Program Description:**

Operate a program that provides housekeeping and homecare services for Seniors to assist them in remaining independent and in their homes.

### **Program Narrative:**

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

### **PART I – PROGRAM DESIGN SPECIFICATIONS – (60 POINTS TOTAL including Method & Budget)**

1. **Households/Clients Served:** Describe the specific households/persons to be served, including target low income level and special needs populations, as applicable. Include the number of persons to be served. (5 points)
2. **Outreach:** Describe all of the methods that will be used to inform eligible persons about your program. (5 points)
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation. (15 points)
4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the 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. (15 points)

### **METHOD** (15 points)

1. Describe the methods that will be used to meet the goals and objectives as stated in your application.
2. Specify the number of visits, per month, for each client.
3. Describe how clients will be individually assessed to determine the number of service visits to be conducted each month.

### **BUDGET** (5 points)

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

## **PART II – EXPERIENCE (40 POINTS TOTAL)**

1. **Agency experience with activity:** Describe the specific experience that your agency has in providing the service for which funding is requested. (15 points)
2. **Staff Expertise:** Describe the specific staff experience in providing the service for which funding is requested. (5 points)
3. **Financial/Organizational/Administration:** Describe your agency's financial, organizational, board and administrative structure. (5 points)
4. **Accomplishments:** (15 points)

### **Existing Agencies (Currently Funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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.***

### **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.***

## YOUTH SERVICES

**Total Available: \$1,000,000  
(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**

#### **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 service. Programs that educate the community on social and neighborhood issues are examples. 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 to 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.

### **PROGRAM NARRATIVE:**

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

#### **PART I – PROGRAM DESIGN SPECIFICATIONS – (60 POINTS TOTAL including Method & Budget))**

1. **Households/Clients Served:** Describe the specific households/persons to be served, including target low income level and special needs populations, as applicable. Include the number of youth to be served. (5 points)
2. **Outreach:** Describe all of the methods that will be used to inform eligible persons about your program. (5 points)
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation. (15 points)

4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the 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. (15 points)

**METHOD** (15 points)

1. Describe the method that will be used to meet the goals and objectives as stated in your application.
2. Specify hours of operation for service to be provided and the facilities to be used.
3. Indicate collaboration with existing programs serving the same youth population.

**BUDGET** (5 points)

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

**PART II – EXPERIENCE (40 POINTS TOTAL)**

1. **Agency experience with activity:** Describe the specific experience that your agency has in providing the service for which funding is requested. (15 points)
2. **Staff Expertise:** Describe the specific staff experience in providing the service for which funding is requested. (5 points)
3. **Financial/Organizational/Administration:** Describe your agency's financial, organizational, board and administrative structure. (5 points)
4. **Accomplishments:** (15 points)

**Existing Agencies (Currently Funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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.***

**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 Available: \$425,000  
(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 of Milwaukee.

#### **PROGRAM NARRATIVE:**

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

#### **PART I – PROGRAM DESIGN SEPCIFICATIONS – (60 POINTS TOTAL including Method & Budget))**

1. **Households/Clients Served:** Describe the specific households/persons to be served, including target low income level and special needs populations, as applicable. Include the number of persons to be served. (5 points)
2. **Outreach:** Describe all of the methods that will be used to inform eligible persons about your program. (5 points)
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation. (15 points)
4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the 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. (15 points)

#### **METHOD (15 points)**

1. Describe the method that will be used to meet the goals and objectives as stated in your application.
2. For **Job Training and Placement**, describe your agency's plan and ability to implement a Skilled Trades Training Program (i.e., Computer Technician, Machine Operator, Metal Fabrication, Welder, etc.). Include a description of your agency's plan to identify, recruit and train and place qualified program participants in skilled trades jobs, making livable wages, within a twelve-month period and provide post job placement retention services to ensure employees are retained for at least 45 days. Also describe your agency's business links to specific industries related to skilled training. **For Job Training and Placement, you must include with this application, a curriculum of the training program you will implement.** Job Training & Placement does not include job readiness or similar soft skills training, resume writing, interviewing, etc.

3. For **Job Placement**, describe your agency's plan and ability to implement a successful Job Placement program whereby applicants are placed in jobs, making livable wages, within a twelve-month period and provide post job placement retention services to ensure employees are retained for at least 45 days. Also describe other services provided to job seeking individuals to assist in obtaining employment. Include a description of your agency's collaborations with businesses related to your job placement activity. **For Job Placement, include with this application, a curriculum of the Job Placement Program you will implement.** Also include a description of any soft skills taught such as job readiness or similar soft skills training, resume writing, interviewing, etc.

**BUDGET** (5 points)

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

**PART II – EXPERIENCE (40 POINTS TOTAL)**

1. **Agency experience with activity:** Describe the specific experience that your agency has in providing the service for which funding is requested. (15 points)
2. **Staff Expertise:** Describe the specific staff experience in providing the service for which funding is requested. (5 points)
3. **Financial/Organizational/Administration:** Describe your agency's financial, organizational, board and administrative structure. (5 points)
4. **Accomplishments:** (15 points)

**Existing Agencies (Currently Funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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.***

**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.
4. CDGA will not reimburse payments for clients enrolled in a W-2 program as these activities are funded by other governmental sources and represent duplication of services.

## **TOOL LOAN PROGRAM**

**Total Available: \$50,000  
(CDBG Funds)**

### **Key Activities – Program Description:**

Operate a program to lend tools to low and moderate income residents of the CDBG target area for home repairs and home improvements.

### **PROGRAM NARRATIVE:**

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

#### **PART I – PROGRAM DESIGN SEPCIFICATIONS – (60 POINTS TOTAL including Method & Budget)**

1. **Households/Clients Served:** Describe the specific households/persons to be served, including target low income level and special needs populations, as applicable. Include the number of persons to be served. *(5 points)*
2. **Outreach:** Describe all of the methods that will be used to inform eligible persons about your program. *(5 points)*
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation. *(15 points)*
4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the 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. *(15 points)*

#### **METHOD** *(15 points)*

1. Describe the method that will be used to meet the goals and objectives as stated in your application.
2. Specify the types of tools that will be provided.
3. Indicate if clients will be charged for this service through memberships and if so, state the amount to be charged.

#### **BUDGET** *(5 points)*

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

## **PART II – EXPERIENCE (40 POINTS TOTAL)**

1. **Agency experience with activity:** Describe the specific experience that your agency has in providing the service for which funding is requested. (15 points)
2. **Staff Expertise:** Describe the specific staff experience in providing the service for which funding is requested. (5 points)
3. **Financial/Organizational/Administration:** Describe your agency's financial, organizational, board and administrative structure. (5 points)
4. **Accomplishments:** (15 points)

### **Existing Agencies (Currently Funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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.***

### **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 Available: \$600,000**  
**(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 of the City of Milwaukee
- New businesses or business expansion resulting in new job creations

### **PROGRAM NARRATIVE:**

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

### **PART I – PROGRAM DESIGN SPECIFICATIONS – (60 POINTS TOTAL including Method & Budget))**

1. **Businesses to be served:** Describe the type of businesses to be served including the target area of service. Specify the number of businesses to be assisted. *(5 points)*
2. **Outreach:** Describe all of the methods that will be used to inform eligible businesses about your program. *(5 points)*
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation. *(15 points)*
4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the (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. *(15 points)*

### **METHOD** *(15 points)*

1. Describe the methods that will be used to meet the goals and objectives as stated in your application.
2. Clearly define the type of business assistance to be provided.
3. Describe how the business assistance will directly create a new business or help an existing business expand, resulting in new jobs.
4. Describe your collaborations with lenders and others in assisting businesses with financial and technical assistance and other resources.

### **BUDGET** *(5 points)*

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

## **PART II – EXPERIENCE (40 POINTS TOTAL)**

1. **Agency experience with activity:** Describe the specific experience that your agency has in providing the service for which funding is requested. (15 points)
2. **Staff Expertise:** Describe the specific staff experience in providing the service for which funding is requested. (5 points)
3. **Financial/Organizational/Administration:** Describe your agency's financial, organizational, board and administrative structure. (5 points)
4. **Accomplishments:** (15 points)

### **Existing Agencies (Currently Funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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.***

### **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**

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 creation and/or job retention.
3. CDGA will not reimburse for placements that occur through the use of temporary staffing agencies unless the placement becomes permanent.

### **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 time Permanent jobs, at least 51% of which are to be made available 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. Business Assistance includes but is not limited to:

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

## **HUD Category: Housing**

- ❖ **Minor Home Repair**
- ❖ **Graffiti Abatement**

## **HOUSING – MINOR HOME REPAIR**

**Total Available: \$200,000**

**(CDBG FUNDS)**

### **Key Activities – Program Description:**

CDGA is seeking qualified organizations to administer a Minor Home Repair program as defined by the Community Development Grants Administration. The Program provides a rebate for work or materials related to the completion of permanent minor home repairs to residential structures such as: electrical, plumbing, roofing, HVAC, and carpentry repairs. The maximum rebate amount is \$750.00 and must be matched dollar for dollar by the program participant. Also, Home Security is an approved activity under MHR for homeowners who have been victims of a crime related to home security. The maximum eligible expense is \$1,000 with no match requirement. The Minor Home Repair Program is open to low to moderate income owner-occupants located in the City of Milwaukee's CDBG Target Area.

### **PROGRAM NARRATIVE:**

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

#### **PART I – PROGRAM DESIGN SPECIFICATIONS – (60 POINTS TOTAL including Method & Budget))**

1. **Households/Clients served:** Describe the specific households/persons to be served, including targeted low to moderate income level persons. Include the number of persons/households to be served. (5 points)
2. **Outreach:** Describe all of the methods that will be used to inform eligible persons about your program. (5 points)
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation. (15 points)
4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the (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. (15 points)

#### **METHOD (15 points)**

1. Describe the methods that will be used to meet the goals and objectives as stated in your application.

#### **BUDGET (5 points)**

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

#### **PART II – EXPERIENCE (40 POINTS TOTAL)**

1. **Agency experience with activity:** Describe the specific experience that your agency has in providing the service for which funding is requested. (15 points)
2. **Staff Expertise:** Describe the specific staff experience in providing the service for which funding is requested. (5 points)
3. **Financial/Organizational/Administration:** Describe your agency's financial, organizational, board and administrative structure. (5 points)
4. **Accomplishments:** (15 points)

**Existing Agencies (Currently Funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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.***

**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**

Housing activities must comply with all applicable HUD Lead-based paint regulations, including Title X of the Housing & Community Development Act, as amended.

**Total Available: \$90,000  
(CDBG funds)**

**Key Activity – Program Description:**

CBGA is seeking a qualified service provider to remove graffiti from residential structures, including a public education component to help reduce the occurrence of graffiti.

**PROGRAM NARRATIVE:**

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

**PART I – PROGRAM DESIGN SPECIFICATIONS – (60 POINTS TOTAL including Method & Budget))**

1. **Households/Clients served:** Describe the specific households/persons to be served, including targeted low to moderate income level persons. Include the number of persons/households to be served. (5 points)
2. **Outreach:** Describe all of the methods that will be used to inform eligible persons about your program. (5 points)
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation. (15 points)
4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the (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. (15 points)

**METHOD** (15 points)

1. Describe the methods that will be used to meet the goals and objectives as stated in your application.

**BUDGET** (5 points)

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

**PART II – EXPERIENCE (40 POINTS TOTAL)**

1. **Agency experience with activity:** Describe the specific experience that your agency has in providing the service for which funding is requested. (15 points)
2. **Staff Expertise:** Describe the specific staff experience in providing the service for which funding is requested. (5 points)
3. **Financial/Organizational/Administration:** Describe your agency's financial, organizational, board and administrative structure. (5 points)
4. **Accomplishments:** (15 points)

**Existing Agencies (Currently Funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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.***

**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. Work collaboratively with the City's Department of Neighborhood Services administrative support program.
3. Applicant must be able to utilize high-pressure washers ("soda blasters") and other abatement equipment.
4. Activity unit equals 100 square feet of graffiti.

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

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

**Total Available: \$515,000  
(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.

## **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS**

### **Program Narrative:**

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

**PART I – PROGRAM DESIGN SEPCIFICATIONS – (60 POINTS TOTAL including Method & Budget)**

1. **Households/Clients Served:** Describe the specific households/persons to be served, including target low income level and special needs populations, as applicable. Include the number of persons to be served. (5 points)
2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program. (5 points)
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation. (15 points)
4. **Program Outcomes:** The expected long term outcomes from CDGA's funded programs are: **1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.** Towards this end, describe the 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. (15 points)

**METHOD** (15 points)

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.
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11. Assistance may not be provided for costs accruing over a period of more than 21 weeks in any 52-week period. Please 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** (5 points)

1. Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed (HOPWA).

## **PART II – EXPERIENCE (40 POINTS TOTAL)**

1. **Agency experience with activity:** Describe the specific experience that your agency has in providing the service for which funding is requested. (15 points)
2. **Staff Expertise:** Describe the specific staff experience in providing the service for which funding is requested. (5 points)
3. **Financial/Organizational/Administration:** Describe your agency's financial, organizational, board and administrative structure. (5 points)
4. **Accomplishments:** (15 points)

### **Existing Agencies (Currently Funded by CDGA):**

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. Accomplishment numbers are subject to verification by CDGA.

**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 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.***

### **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.

## **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS - YEAR 2009 BUDGET**

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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><b><u>Facility Based Housing Development includes:</u></b> 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>			
<p><b>Name each site:</b></p>			
<p><b><u>Facility Based Housing Operations includes:</u></b> 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>			
<p><b>Name each site:</b></p>			
<p><b><u>Facility Based Non-Housing:</u></b> 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>			
<p><b>Name each site:</b></p>			
<p><b><u>Tenant-Based Rental Assistance (TBRA):</u></b> 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>			
<p><b>Name each site:</b></p>			
<p><b><u>Short-Term Rent, Mortgage, and Utility (STRMU) Assistance includes:</u></b> 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>			
<p><b>Name each site:</b></p>			

CATEGORY	TOTAL HOPWA FUNDS	TOTAL OTHER FUNDS	TOTAL PROGRAM BUDGET
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<p><b><u>Housing Information Services include:</u></b> 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><b><u>Technical Assistance includes:</u></b> 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><b><u>Administration:</u></b> 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. <b>(Costs may not exceed 7% of the total program budget).</b></p>			
<p><b><u>Supportive Services include:</u></b> 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><b><u>Permanent Housing Placement:</u></b> 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><b>TOTAL:</b></p>			

# 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 INCOME LIMITS - 2008**

<b>Number in Household</b>	<b>Extremely Low<sup>1</sup> Income Level</b>	<b>Very Low<sup>2</sup> Income Level</b>	<b>Low Income<sup>3</sup> Level</b>
1	< \$ 14,200	\$ 14,200 - \$23,700	\$ 23,700 - \$37,900
2	< 16,250	16,250- 27,100	27,100 - 43,300
3	< 18,250	18,250 - 30,450	30,450 - 48,750
4	< 20,300	20,300 - 33,850	33,850 - 54,150
5	< 21,900	21,900 - 36,550	36,550 - 58,500
6	< 23,550	23,550 - 39,250	39,250 - 62,800
7	< 25,150	25,150 - 41,950	41,950 - 67,150
8	< 26,800	26,800 - 44,700	44,700 - 71,500

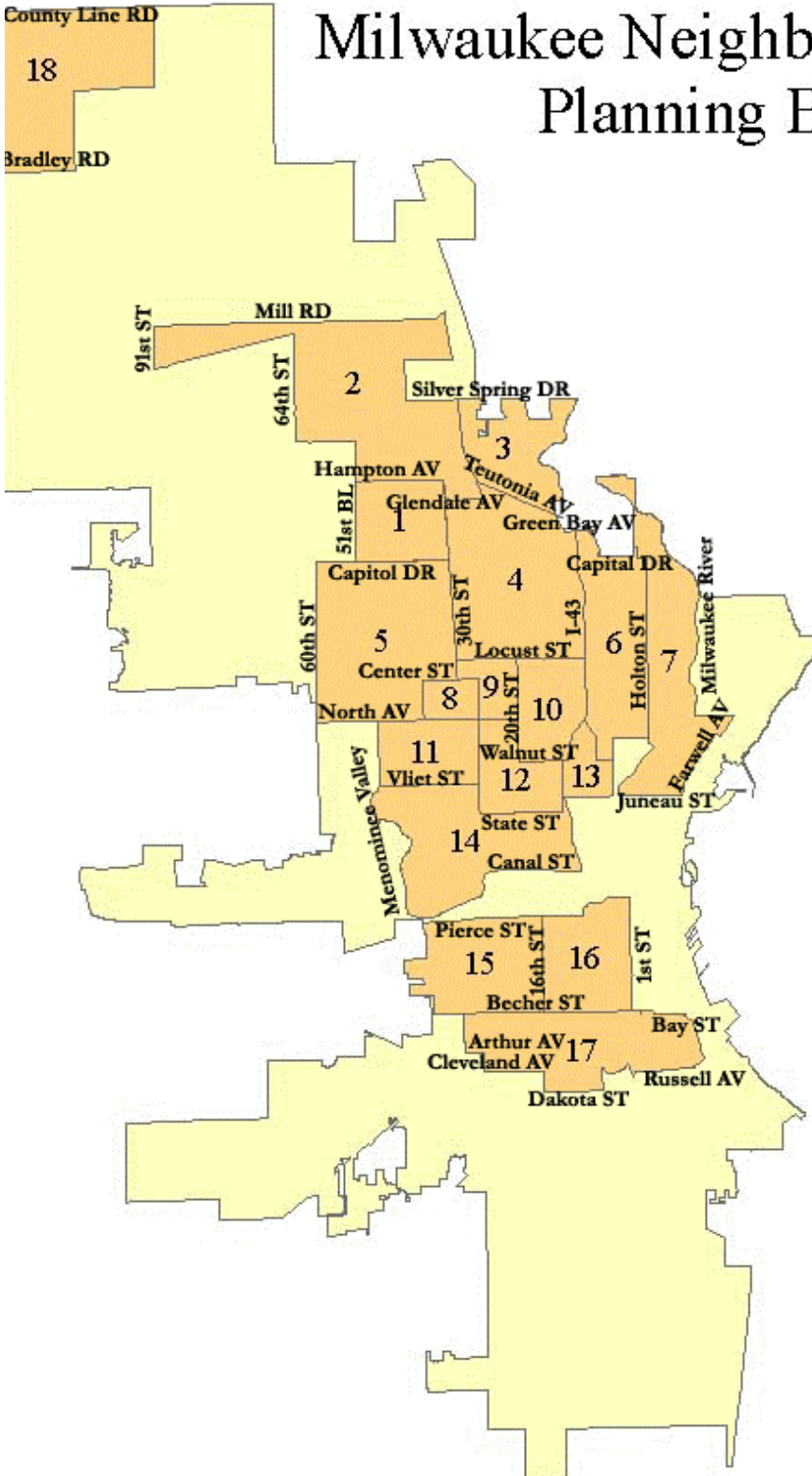
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<sup>1</sup> **Extremely Low Income Level.** As defined by HUD, this income level is at or less than **30%** of County median income.

<sup>2</sup> **Very Low Income Level.** As defined by HUD, this income level is between **31% and 50%** of County median income.

<sup>3</sup> **Low Income Level.** As defined by HUD, this income level is between **51% and 80%** of County median income.

# Milwaukee Neighborhood Strategic Planning Boundary



- 1 Parklawn
- 2 Northwest Side
- 3 Lincoln Park
- 4 United Community
- 5 Sherman Park
- 6 Harambee
- 7 Riverwest
- 8 Metcalfe Park
- 9 Amani
- 10 WAICO/YMCA
- 11 Grandview/Walnut Hill
- 12 Midtown
- 13 Hillside
- 14 Westside
- 15 Greater Clarke Square
- 16 Near South Side
- 17 Historic South Side
- 18 NSP 18

## **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:

**Senior Services  
Employment Services  
Economic Development  
Youth Services**

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 2009, 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)**

**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 good and services from vendors of its own choosing.

**Section II:** Does your organization meet one of the following requirements? Please check any that apply.

- ( ) 1. Is an entity organized pursuant to Section 301 (d) of the Small Business Investment Act of 1958 (15 U.S.C. 681 (d)), including those which are profit making, or
- ( ) 2. Is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or

- ( ) 3. Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships program participating jurisdiction, with a geographic area of operation of no more than one neighborhood, and has HOME funds under CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24CFR 92.300(e).

**Section III:**

An organization that does not qualify under Section I or Section II may also be determined to qualify as an eligible entity under this section if the recipient demonstrates to the satisfaction of HUD, through the provision of information regarding the organization's charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those organizations qualifying under Section I or Section II.

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I certify that \_\_\_\_\_ (name of organization),  
qualifies as a HUD-defined Community Based Development Organization according to (please check  
appropriate section):

**Section I:** \_\_\_\_\_

**(Note: the organization must fulfill all eight conditions outlined in this section)**

**Section II:** \_\_\_\_\_ (check those that apply) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Section III:** \_\_\_\_\_

(If you check Section III, please send the organization's most recent charter and by-laws and an explanation of how the organization is similar in purpose, function and scope to those organizations that qualify under either Section I or Section II).

\_\_\_\_\_  
(Board President -print name here) \_\_\_\_\_ (Board President's Signature) Date: \_\_\_\_\_  
*(required)*

\_\_\_\_\_  
(Agency Executive Director - print name here) \_\_\_\_\_ (Agency Executive Director's Signature) Date: \_\_\_\_\_  
*(required)*

**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,
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 Federal Income Limits -2008)*

<b>NUMBER IN HOUSEHOLD</b>	<b>EXTREMELY LOW<sup>1</sup> INCOME LEVEL</b>	<b>VERY LOW<sup>2</sup> INCOME LEVEL</b>	<b>LOW INCOME<sup>3</sup> LEVEL</b>
1	\$ 14,200	\$ 14,200 - \$ 23,700	\$ 23,700 - \$37,900
2	16,250	16,250- 27,100	27,100 - 43,300
3	18,250	18,250 - 30,450	30,450 - 48,750
4	20,300	20,300- 33,850	33,850 - 54,150
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6	23,550	23,550 - 39,250	39,250 - 62,800
7	25,150	25,150 - 41,950	41,950 - 67,150
8	26,800	26,800 - 44,700	44,700 - 71,500

(HUD Federal Income Limits)

**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.