Community Development Block Grant (CDBG) Request for Proposals
FY 2015
PUBLIC SERVICE GRANTS RFP GUIDELINES

Application Available – November 30, 2015

Proposals Due Date – December 18, 2015

City of Green Bay – Redevelopment Authority
100 N. Jefferson Street, Room 608
Green Bay, WI 54301

PUBLIC SERVICE
GRANT
FACT SHEET AND FUNDING
POLICY

A. Introduction

Welcome to the City of Green Bay's Community Development Block Grant (CDBG) Program FY 2015 Request for Proposal (RFP). The City of Green Bay receives a Community Development Block Grant (CDBG) annually from the U.S. Department of Housing and Urban Development (HUD) to fund activities that primarily benefit low- and moderate-income (LMI) residents of Green Bay. These funds are based on a formula for entitled cities and counties.

The City of Green Bay is using a competitive application process to make a portion of its CDBG funds available to non-profit groups in the form of public service grants. Eligible public service activities include, but are not limited to, programs concerned with housing, employment, crime prevention, child care, health care, drug abuse prevention, education, mental health, welfare, or recreation.

The total estimated amount of funding available for 2015 Public Service Grants is $56,000.

Because the legitimate needs of Green Bay's low and moderate income population exceeds full funding available, this is a very competitive process. Organizations may submit only one application for funding. If two or more organizations collaborate, the partnership represents the nonprofit's only opportunity to apply.

B. Background on Federal Funding Sources

To help potential applicants determine whether or not their project might be eligible for a public service grant, it is important to be familiar with the basic requirements of the Community Development Block Grant Program (CDBG), the Federal program that provides the funding for the grants. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding.

CDBG Program

The CDBG program provides the City of Green Bay with the opportunity to develop viable communities by funding activities that provide decent housing, suitable living environments, and by expanding economic opportunities, principally for low- and moderate-income persons. Funds may be used to carry out a wide range of community development activities such as neighborhood revitalization, economic development, and improved community facilities and services.

The amount of CDBG funds available to awarded nonprofits for public service activities for FY 2015 is up to $56,000.

CDBG National Objectives

For the purposes of this funding opportunity, Federal legislation and regulations have established national objectives that all CDBG funded activities must meet. The City must assure that all activities meet one of these three national objectives of the program. Each activity must: 1) benefit people with low- and moderate-incomes (LMIs); and/or 2) aid in the prevention of slums and blight; and/or 3) meet community development needs having a particular urgency. Activities that do not meet one of these three broad national objectives cannot be undertaken with CDBG funds.

- *Low and Moderate. Income Benefit:* Generally, public service activities meet the first requirement - benefit to LMI persons. For an activity to meet this objective, it must either have income eligibility requirements that limit the activity's benefits to LMI persons, or the activity must be located in and serve an area that is predominantly inhabited by LMl residents. (A map of the CDBG eligible areas is attached). Under the CDBG regulations, programs that serve the elderly or persons with disabilities are usually considered to benefit *low-* and moderate-income persons. The income limits that determine who is considered to have a low- and moderate-income are attached. (Exhibit 1)

  To meet this objective, each public service activity must serve no less than 51 percent LMI persons (although the City reserves the right to require that each activity serve a greater percentage of LMI persons). The applicable percentage will be determined at the time a grantee's contract is drafted, but applicants should plan to meet the highest number of LMI persons possible.

  It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their CDBG funded activities. Failure to adequately document client data may result in cancellation of any monies awarded.

- *Slums and Blight:* For an activity to meet the second objective, it must be designed to address and eliminate the conditions causing the slums and blight. The City determines which areas qualify under removal of slums and blight. It is rare for an application to be funded under this objective.

- *Urgent Community Development Needs:* For an activity to meet the third objective, it must meet the following criteria: 1) a situation must pose a serious and immediate threat to the health or welfare of the community, 2) it is of recent origin or recently became urgent and 3) it is unable to be corrected with other sources of funds. It is rare for an application to be funded under this objective.

In addition, CDBG regulations require that activities selected for funding must do one of the following:

- Provide a new or an expanded service level of an existing public service.

- Eliminate conditions detrimental to health, safety, and public welfare.

- Stimulate economic growth, development, and employment opportunities that will principally benefit LMI persons.

- Support fair housing through education, counseling, legal assistance, and consumer protection programs.

CDBG Ineligible Activities

Certain types of activities are ineligible for assistance from the CDBG funds. The following types of activities generally are ineligible:

- Construction or improvements to; general government buildings and schools;

- Routine operation, maintenance, and repair activities for public facilities and,

- Assistance to churches or church-affiliated organizations unless a clear separation of purpose, mission, and organizational relationship can be established between the church and the CDBG-funded activities.

C. City Priorities for Public Service Grants

The City of Green Bay receives many more applications for CDBG Public Service Grants than there are funds available. The competition is greatest among applicants requesting funds for staff and operating costs associated with providing services to some of our most vulnerable residents: the elderly, children and youth, recent immigrants, the homeless, people with mental and physical disabilities, and victims of violence. In addition to the Federal requirements, the City of Green Bay has developed priorities to guide its use of CDBG funds. These policies and priorities are based on federal requirements for the CDBG programs and local needs and funding priorities.

Priorities

Funding priority will be given to activities that:

- provide a wide range of quality services,

- have a high benefit to low-income persons;

- maximize the use of outside funds or leveraging (non-CDBG or other City funds) and services and which are coordinated with other public and private efforts;

- are clearly defined as to scope, location, need, budget, goals, and means for evaluation of program progress;

- help people with special needs achieve better access to and use of existing services;

- demonstrate the capacity of the applicant, and the capability to be carried out successfully;

- have clearly stated goals and evaluation criteria that are specific, measurable, and realistic;

- support or coordinate with other community development efforts;
- comply with the City's current Consolidated Plan;
- present a reasonable, sound budget;
- And/or are to be implemented by organization (s) with a solid track record.

In addition, because the demand for these funds exceeds the amount received from HUD, timeliness is very important. The City is committed to funding projects that are ready to proceed immediately after the funding period begins and those prepared to spend the funds within a twelve-month period (any funds that are not spent within this timeframe may be recaptured by the City.) Also, the City retains the right to review any funded activities at a six (6) month interval to determine if the Subrecipient is likely to expend the awarded funds by the end of the funded cycle.

D. Redevelopment Authority of the City of Green Bay

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, the Funding Administration Subcommittee of the Redevelopment Authority along with staff, review applications and meet with eligible applicants to discuss funding requests. The Funding Administration Subcommittee recommends to the Redevelopment Authority which organizations should receive funding to include award amounts.

The City's priorities, as described above, guide the Funding Administration Subcommittee in its application review.

E. Application Review and Recommendations

Applications for public service grants will be accepted from November 30, 2015 to December 18, 2015, at 4:30 p.m. Projects submitted after the deadline will not be considered for review unless it can be demonstrated that the application is for funding of an emergency nature or represents a unique, one-time opportunity that cannot wait for the next round of applications. These out-of-cycle requests will be reviewed at the discretion of the Director and the Redevelopment Authority of the City of Green Bay.

To be considered, all applications must meet one of the three national objectives of the CDBG program (as described above). All applications are reviewed by the staff to determine eligibility under HUD's criteria and conformance with the City's CDBG funding policies and priorities. All applications accepted for competition are then reviewed by the Funding Administration Subcommittee of the Redevelopment Authority.

After discussion and consultation through the review process, applications will be recommended for funding to the Redevelopment Authority of the City of Green Bay who then makes the final award of CDBG funds. CDBG funds cannot be used to reimburse activities performed before the start date of the agreement. A written agreement is required to be signed before any funds may be spent.

F. Contractual Requirements

Each grantee selected to receive funds is required to sign an agreement with the Redevelopment Authority of the City of Green Bay. No costs incurred prior to the execution of an agreement with the City are reimbursable. Under City and Federal laws and regulations, applicants must demonstrate that they are a private nonprofit organization or a governmental agency by presenting a current 501(c)(3) designation. That certification must reflect the name of the organization to which the award is made.

After an application is approved for funding, an agreement will be prepared and sent by the Redevelopment Authority of the City of Green Bay to the person identified by the applicant as the authorized official for signature. The agreement will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award, if any, will be specified in the agreement. Grantees will be required to file reports on expenditures, progress toward goals, and beneficiaries. Reports are required for the entire term (generally one year) of the contract, regardless of the timing of reimbursement schedules. Staff will provide forms for these reports.

Recipients are required to obtain insurance as specified by the City of Green Bay, and to comply with all applicable federal, state, and local laws, codes, and regulations. The cost of insurance is reimbursable as a project expense.

As part of any grant agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24CFR Part 84.) If an audit is required, the cost of an audit is an eligible grant cost.

All recipients are required to have a DUN and EIN's number.

G. Other Important Considerations for Applicants

CDBG funds are not intended to be an on-going source of funds for an organization. Rather, these funds are to assist in building the Subrecipient's capacity to apply for other funding, either public or private. Therefore, under the CDBG Public Service Grant program, an organization may only receive funding for up to three times within a five year period. However, there is no guarantee that approved projects will receive funding in years two and three; in addition, for those organizations that are successful in receiving continuing funds, the amount of funds awarded may be reduced from the previous years' amounts. Finally, please be aware that even if an application is successful, the Funding Administration Subcommittee may recommend that the applicant be awarded a lower level of funding than was requested. Applicants should develop a contingency plan to account for a smaller CDBG award.

The RDA is required to monitor activities funded with CDBG funds. The City's primary mission in this regard is to:

- make sure Subrecipients comply with all regulations governing administrative, financial, and programmatic operations; and

- make sure Subrecipients achieve performance objectives on schedule and within budget. To that end, Subrecipients must provide the monthly reports to the end of the program year, regardless of the expenditure of grant funds.

Evaluation results or the success in meeting goals and objectives measures will be key determinants when considering renewal of funding for subsequent CDBG funding cycles.

Agencies must have a local board of directors or advisory board that governs the agency. The board must be of sufficient size to be representative of the diversity of the community served.

The minimum grant amount that may be requested for FY 2015 is $10,000.

Any funds awarded will be available after being awarded by the Redevelopment Authority of the City of Green Bay. The application deadline is December 18, 2015, at 4:30 p.m. An original and one (1) complete copies (including attachments) of your application must be submitted to:

Redevelopment Authority of the City of Green Bay
Attn: Krista Cisneroz
100 N. Jefferson Street, Room 608
Green Bay, WI 54301

Only complete applications received by the deadline will be considered. If you have additional questions, you may contact Krista Cisneroz, Community Development Specialist at 920-448-3404.

This packet contains information about the Community Development Block Grant (CDBG) program, and the application for public service grants. To discuss whether or not a specific proposal may be eligible for these funds or to learn more about the application requirements please call the Krista Cisneroz, Community Development Specialist at 920-448-3404 or via email, Kristaci@greenbaywi.gov.

City of Green Bay
Community Development Block Grant Program
Project Application

Applications are due on December 18, 2015, at 4:30 p.m.

Instructions:

1. All applications must be either typewritten on the forms provided or completed on line using the provided format. Do not recreate any portion of the application. The application is available on the City's website. http://greenbaywi.gov/csa/wp-content/uploads/2013/03/Public-Services-Grant-RFP-Guidelines.pdf

2. Completed applications must have all required signatures.

3. Thoroughly read all instructions and complete the entire application.

4. An activity must meet one of three National Objectives (benefit either low and moderate income persons; aid in the elimination of slum and blighting influences; or meet a urgent community development need).

5. Please submit two copies of your written application along with any brochures or pamphlets for the program.

6. Submit application to:

   Redevelopment Authority of the City of Green Bay
   Krista Cisneroz
   100 N. Jefferson Street, Room 608
   Green Bay, WI 54301

7. If you need assistance with your application, please contact Krista Cisneroz, Community Development Specialist at (920) 448-3404.

Applications that are inadequate or late will not be accepted.

City of Green Bay
CDBG Public Services Application
2015

Section A: Primary Information

1. Applicant/Organization:_____

   Address:_____

   Email:_____

   Project Title:_____

2. Amount of CDBG Funds Requested_____

3. Person to Contact about this Application:

   Name:_____

   Address:_____

   Email:_____

4. Type of Organization Nonprofit ____☐____ Government ____☐____

5. Have you been awarded CDBG funds in the past five years? Yes____ No____

   If "yes" please indicate when and how much _____

   _____

6. Activity Purpose. Does your activity primarily conduct the following?

   - Help prevent homelessness? Yes____ No____
   - Help the homeless? Yes____ No____
   - Help those with HIV/AIDS? Yes____ No____
   - Help persona with disabilities? Yes____ No____

7. **Project Description**: Please provide a narrative (brief summary in the space below) describing your project. Describe: *WHAT* you will do, *WHO* you will serve, *WHY* the project is needed, *WHERE* you will do it, and *WHAT* you will fund with CDBG funds?

8. **Project Need**: What unmet community need (s) will your project address, how did you determine that this need(s) exists, and how will your project address this need(s)?

9. How will your project foster self-sufficiency of the client population served? Describe any factors that make your proposal unique or innovative:

10. **Location of Project:** Please provide the actual address(es) where your staff implementing this project will be physically located. Also please describe the primary service area(s) for this project; that is, the geographic area from which most clients will come (e.g. by street, neighborhoods, communities, or census tracts). If the service area is Citywide, please state that, but if beneficiaries tend to come from certain neighborhoods, areas or parts of the City, please identify those areas.

11. **Project Goal:** Please explain and list your project goals.

12. **Beneficiaries:**
    - Estimate the total number (unduplicated) of people who will directly benefit from this project. _____
    - Estimate the total number (unduplicated) of low –and moderate – income people who will directly benefit from this project. _____
    - What percentage of the total people served is expected to be of low-and moderate – income. _____%
    - What is the estimated number of minority people/households to be served by this project? _____
    - Please identify any racial or ethnic minority groups targeted for services. _____ _____

13. **Organization Experience and Capacity:** please explain your organizations experience and capacity for the project.

14. Community Development (Collaboration):

a. Will you enter into partnership with any other organization(s) to undertake this project?
Yes ☐ ____ No ☐ _ if "yes" please list the organization(s) and its contribution(s).

b. Is this proposed project coordinated with or a part of any ongoing housing or community development program? Yes ☐ _ No ☐ __ If "yes", explain how:

15. **Budget:** Please supply a Budget for the project for which you are requesting funds.

(Revenue Sources and Expenditures)

16. **Timing:** Any CDBG funds awarded must be fully expended within 12-month period from the date of the contract signing. Please show below how the activities will be undertaken and funds sent to meet this time frame requirement.

Calendar Quarter	Activities Undertaken and/or Results Achieved	Estimated CDBG $ Drawn Down	Other Project Funds Drawn Down
First 3 Months			
Second 3 Months			
Third 3 Months			
Fourth 3 Months			

17. **Leveraging:** Please explain any leveraging this project will include.

18. **Marketing and Outreach:** Please describe how you will outreach and market your program.

Please attach the following information to this application:

- List of Board of Directors
- Mission of Agency/Organization
- Any supporting information as necessary.

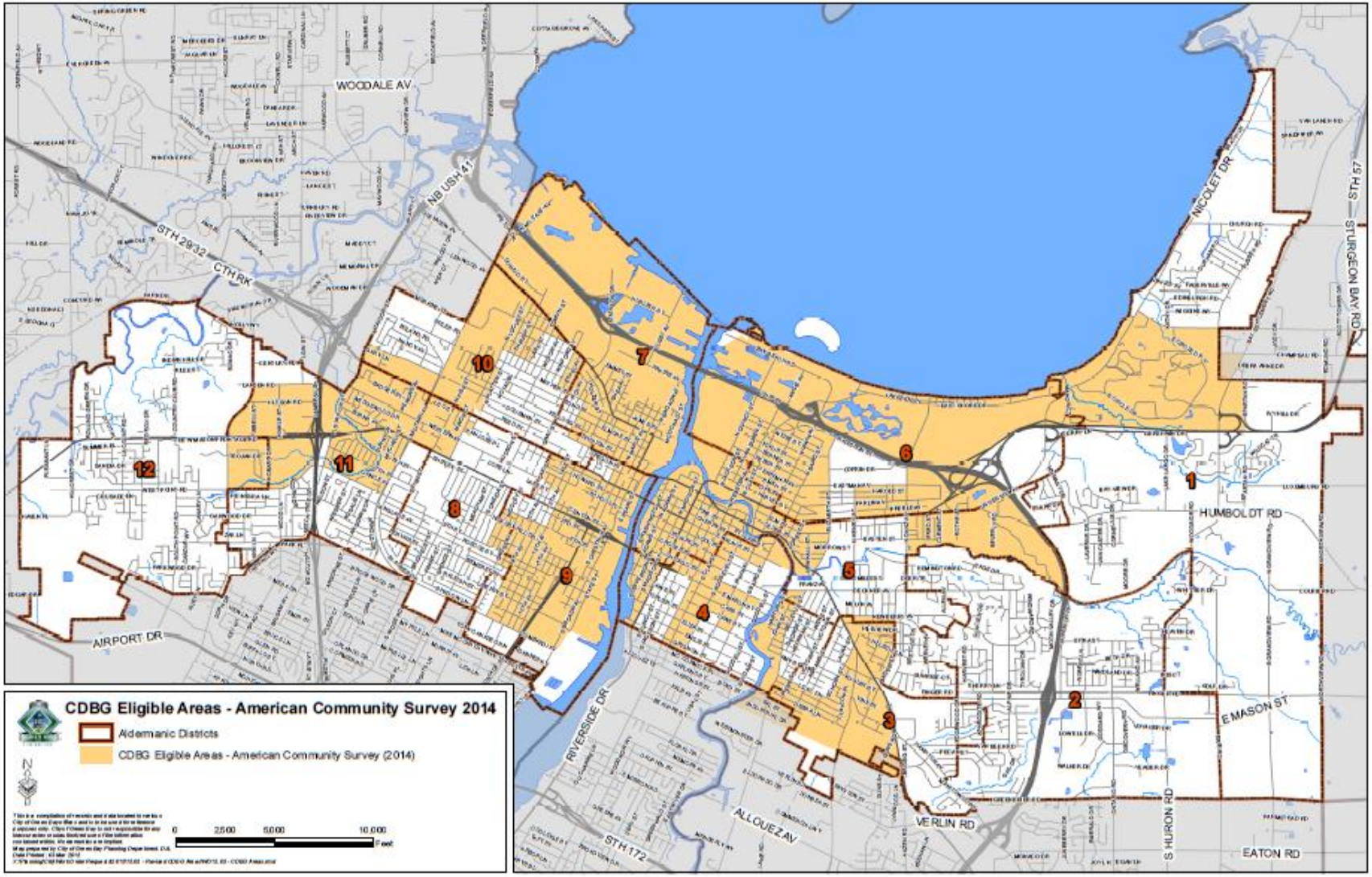
_____ _____

Signature of Applicant/Agency Representative Date

EXHIBIT 1
2015 INCOME LIMITS

U.S. DEPARTMENT OF HUD 03/25/2015
STATE:WISCONSIN

PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
	---------- 2015 ADJUSTED HOME INCOME LIMITS ----------							
Green Bay, WI HUD Metro FMR Area								
30% LIMITS	14400	16450	18500	20550	22200	23850	25500	27150
VERY LOW INCOME	24000	27400	30850	34250	37000	39750	42500	45250
60% LIMITS	28800	32880	37020	41100	44400	47700	51000	54300
LOW INCOME	38400	43850	49350	54800	59200	63600	68000	72350


CDBG Eligible Areas - American Community Survey 2014
Aldermanic Districts
CDBG Eligible Areas - American Community Survey (2014)
N
0
2500
5000
10,000
Feet
WOODALE AV
NB USH 41
STH 29/32
CTH RK
AIRPORT DR
RIVERSIDE DR
ALLOUEZ AV
STH 172
VERLIN RD
NICOLET DR
HUMBOLDT RD
E MASON ST
S HURON RD
EATON RD
STH 57
STURGEON BAY RD
1
2
3
4
5
6
7
8
9
10
11
12