



YEAR 2012

**REQUEST FOR PROPOSALS FOR
COMMUNITY DEVELOPMENT
FUNDING FOR
YOUTH SERVICES**

**City of Milwaukee
Community Development Grants Administration
In Conjunction with the Youth Council of the Milwaukee Common Council**

**City Hall – 200 East Wells Street; Room 606
Milwaukee, Wisconsin**

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

Applications are due by Friday, July 20, 2012

TABLE OF CONTENTS

	Page
Introduction & History: Milwaukee Youth Council	2
City of Milwaukee: Aldermanic Districts	3
<u>Year 2012 Funding Application</u>	
▪ Proposal Checklist	4
▪ Application Procedures	5-7
▪ Program Definitions	8
▪ Request for Proposals	10-13
▪ Year 2012 Funding Application	14-23
▪ Budget Forms(Expenses & Revenue)	24-25
▪ Board of Directors Roster	26

Appendix

Income Characteristics for Program Participants

MAP - Eligible Target Areas

Conflict of Interest Regulations of the U.S. Dept. of Housing & Urban Development

INTRODUCTION & HISTORY

MEMBERS OF THE YOUTH COUNCIL OF THE MILWAUKEE COMMON COUNCIL

Aldermanic District		Youth Council Members
1	Ashanti Hamilton	Hikeem Williams-Davis
2	Joe Davis, Sr.	Keenan Gibson
3	Nik Kovac	Francis Klein
4	Robert Bauman	Ben Scotty
5	James A. Bohl, Jr.	Shavon Rudolph
6	Milele A. Coggs	Takiya Eiland
7	Willie C. Wade	Nubia Lloyd
8	Robert G. Donovan	Madeline Budny
9	Robert W. Puente	Gabriella Leachmon
10	Michael Murphy	Zachary Komes
11	Joseph A. Dudzik	Kayla Schmeling
12	Jose Perez	Dyamond Lewis
13	Terry L. Witkowski	Vacant
14	Tony Zielinski	James Elias
15	Willie L. Hines, Jr.	Na-Tiyana Davis

The Milwaukee Youth Council was formed as a way for youth to voice their opinions on matters affecting them and to also involve them in public service and local government processes.

Legislation establishing the Youth Council, of which each Aldermanic district would have a representative, was approved unanimously by the Milwaukee Common Council and Mayor in July 2004. A Selection Committee was subsequently appointed by both the Mayor and Common Council President to establish rules and procedures for the Youth Council and potential Youth Council members.

The Youth Council, which is attached to the office of the City Clerk, has as its' mission, to serve and advance the interests of City youth as a representative body in City government through a working partnership with the Milwaukee Common Council and Mayor.

The current members, as listed above, serve one-year terms and are approved by the Milwaukee Common Council and Mayor Barrett.

PROPOSAL CHECKLIST - YEAR 2012

Complete Applications must be received no later than 4:00 pm on Friday July 20, 2012.

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

All organizations applying for grant funds, complete and submit **one original** and **5 copies** of the following Year 2012 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 **Friday, July 20, 2012** 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 2012 REQUEST FOR PROPOSALS**

APPLICATION PROCEDURES

As designated by the Community and Economic Development Committee of the Milwaukee Common Council, service providers for Funding Year 2012 **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 will be conducted in the CDBG Target Area. ***(See Maps in Appendix).***

The date of issue for this RFP is **Monday, June 25, 2012.** 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 Friday, July 20, 2012.

No extensions will be granted.

Submit 1 original and 5 copies to:

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

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

APPLICATION PROCEDURES CONT'D

- Follow the prescribed format for Application preparation closely. Present information in the order indicated. Submit all requested information or indicate not applicable (N/A), where appropriate.

- Do not submit materials other than those specifically requested. Letters of Support and Appendices submitted under separate cover will be discarded.

- If you 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.

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. **CDGA** - Community Development Grants Administration
2. **Outcomes** - are the benefits derived from program activities. Typical examples:
 - After School Recreation - participating youth improve in school and reduce their involvement with the criminal justice system.
3. **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.
4. **Short Term Outcomes** - are benefits derived from program activities that can usually be observed within a one year period.
5. **Mid Term Outcomes** - are benefits derived from program activities that usually occur within two - three years.
6. **Long Term Outcomes** - are benefits derived from program activities that are more global in scope and impact and are usually observable within three - five years.

Most planning groups reported that their neighborhoods would experience these long term outcomes as a result of the expenditure of Federal funds. These outcomes are:

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

All proposals for funding in 2012 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 2012 FUNDING APPLICATION FOR YOUTH SERVICES

Each of the following items is required as part of your application for funding:

Request for Proposals for Youth Services.....Pages 10-13

Application Executive Summary & Year 2012 Application.....Pages 14-25

Agency Budget Forms: Revenue and Expenses.....Pages 26-27

Agency Board Roster.....Page 28

NOTE: You must use the application which starts on page 14 to respond to the narrative information as listed on the RFP.

Year 2012

**Milwaukee Youth Council
REQUEST FOR PROPOSALS**

HUD CATEGORY: YOUTH SERVICES

YOUTH SERVICES

**Total Available: \$100,000
(CDBG Funds)**

Key Activities – Program Description:

To provide programming that will increase access and awareness of youth development opportunities through education, crime prevention & personal development, civic engagement, community service, and recreational programs. All programs must be available to youth in the CDBG target areas. *(See maps in Appendix).*

Licensed group homes and community based residential facilities are ineligible to apply.

Funding Guidelines: Minimum bid amount: \$25,000

Note: No fees shall be charged to low-income youth for the CDBG-funded portion of the activities.

Eligible Activities:

Education

Programs that have an intrinsic goal to increase educational attainment, academic achievement, literacy and life skills. Examples include GED, math, science, technology programs, workshops on alcohol/drug prevention, intense tutoring and mentoring. A program is not considered educational by simply providing homework assistance or computer access.

Crime Prevention and Personal Development

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

Civic Engagement/Community Service

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

Recreation

Recreational programs are those that provide sports, arts and crafts, theater or other similar activities to participants. These programs exist primarily to promote physical, health and wellness and 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.

Youth Services cont'd

APPLICATION 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:** a) Describe the specific target youth population to be served, including target low income level persons; b) Specify the proposed number of youth to receive direct services by your program in 2012. **(5 points)**
2. **Outreach:** Describe in a narrative, your agency's outreach and all of the methods that will be used to inform eligible youth about your program. **(5 points)**
3. **Activity:** **(20 points)**

Describe the following:

- a) The specific activity to be performed; and the **timetable** for performing the activity.
 - b) Specify the hours of operation for youth activities, including total hours on a daily basis.
 - c) Specify the facilities to be used to conduct the activity(include address of location).
 - d) Indicate collaborations with existing youth programs serving the same target population that will benefit from the activity.
5. Describe the **goals** of the program. **(10 points)**
 6. **Program Outcomes:** **(15 points)**

Describe the expected long term outcomes (results, impact or change) expected to come about as a result of your program and which contribute to one or more of CDGA's stated outcomes which are:

1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.

BUDGET (5 points)

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

Youth Services cont'd

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 your agency's specific staff experience in providing the service for which funding is requested. Include education, years of experience etc. **(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.

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2012**

Milwaukee Youth Council – Youth Services Proposal

Total Funds Available: \$100,000

Total Amount Requested (CDBG FUNDS)\$_____

(Note: Minimum Allocation is \$25,000)

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 _____

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

If you need more space in any section, you may attach additional pages

1) HOUSEHOLDS/CLIENTS SERVED

5 pts. maximum

a) Describe the specific target population to be served, including target low income level and special needs populations, as applicable.

b) Specify the total number of households to receive direct services by your program in 2012.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

**Households/
Clients Served
(5 pts maximum)**

Describe in detail **ALL OF THE FOLLOWING:**

3) The specific **ACTIVITY** to be performed.

Score: _____ (20pts. maximum)

4) The **GOALS** of the program.

Score: _____ (10pts. maximum)

5) **Outcomes**

Score: _____ (15pts. maximum)

- a. Describe 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, 4) Improve Quality of Life.

BUDGET & RESOURCES LEVERAGED

(5 pts. maximum)

Include a proposed budget for your program utilizing the enclosed budget forms.

The budget forms are on pages 24-25.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

**Budget & Resources leveraged
(5 pts maximum)**

**PART 2: EXPERIENCE
40 POINTS TOTAL**

1. AGENCY EXPERIENCE:

(15pts maximum)

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

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

**Agency Experience
(15 pts maximum)**

2. STAFF EXPERTISE:

(5 pts maximum)

Describe your agency's specific staff experience in providing the service for which funding is requested.
(Include education, years of experience etc.)

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

**Staff Expertise
(5 pts maximum)**

3. FINANCIAL/ORGANIZATIONAL/BOARD & ADMINISTRATIVE STRUCTURE

(5 pts maximum)

Describe all of the following about your agency:

a. Financial structure:

b. Organizational & Administrative structure:

c. Board structure:

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

**Financial/Organizational/
Board & Administrative Structure
(5 pts maximum)**

4. ACCOMPLISHMENTS

(15 pts maximum)

A) 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.

B) 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:

**Accomplishments
(15 pts maximum)**

AGENCY BUDGET: EXPENSES

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

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	2009	2010	2011
Government Grants (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
Foundation Grants (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
Other Revenue (list sources)			
A.			
B.			
C.			
D.			
Subtotal			
TOTAL REVENUE			

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

Organization Name: _____

Organization DUNS Number _____

Date Completed: _____

Program Year: 2012

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.

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:

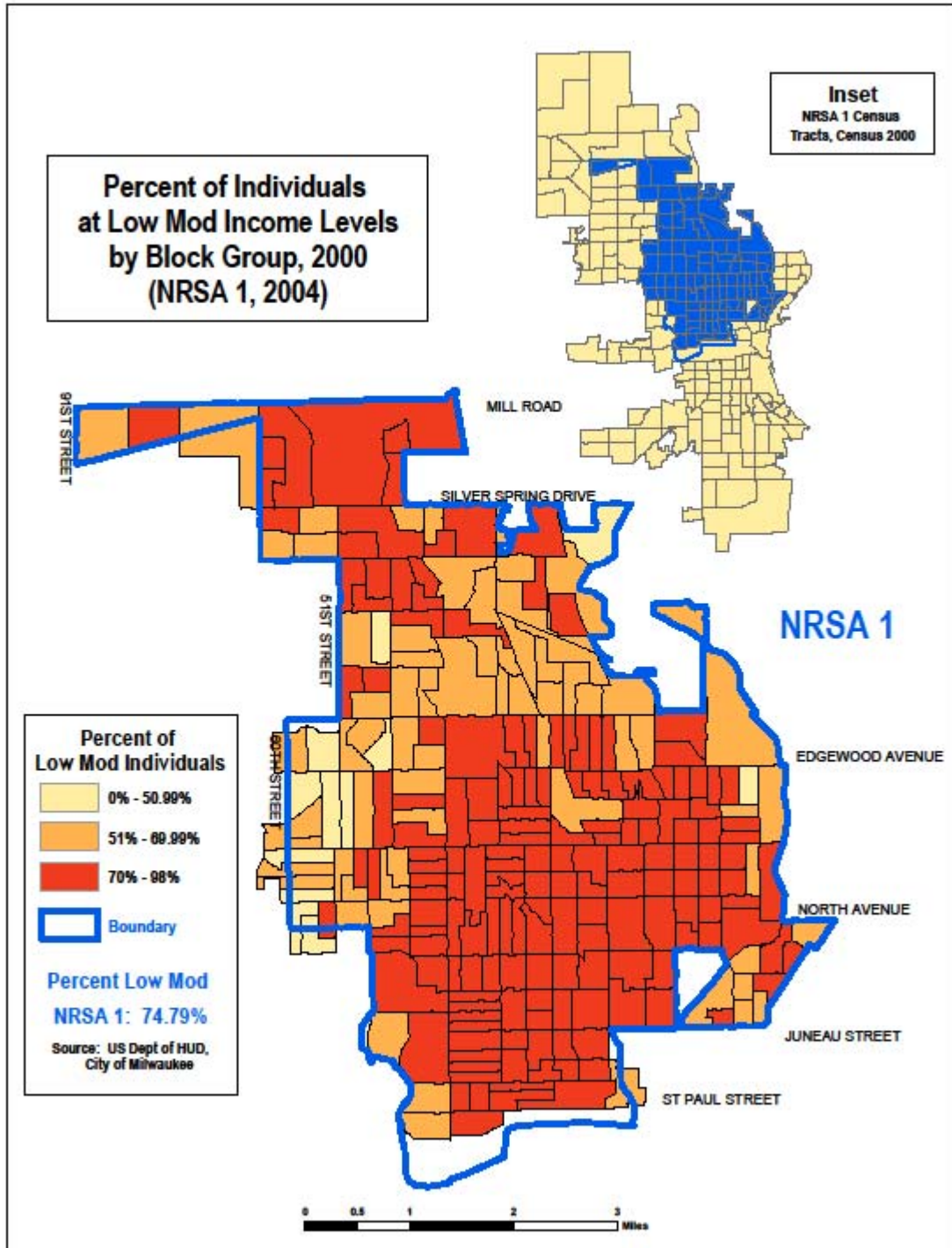
(HUD 2012 Income Limits)

<u>NUMBER IN HOUSEHOLD</u>	<u>EXTREMELY LOW INCOME LEVEL</u>	<u>LOW INCOME LEVEL</u>	<u>MODERATE INCOME LEVEL</u>	<u>NON LOW MODERATE INCOME LEVEL</u>
1	\$ 15,400	\$ 15,401- \$25,650	\$ 25,651 - \$41,000	Over \$41,000
2	17,600	17,601 - 29,300	29,301 - 46,850	Over \$46,850
3	19,800	19,801 - 32,950	32,951 - 52,700	Over \$52,700
4	21,950	21,951 - 36,600	36,601 - 58,550	Over \$58,550
5	23,750	23,751 - 39,550	39,551 - 63,250	Over \$63,250
6	25,500	25,501 - 42,500	42,501 - 67,950	Over \$67,950
7	27,250	27,251 - 45,400	45,001 - 72,650	Over \$72,650
8	29,000	29,001 - 48,350	48,351 - 77,300	Over \$77,300

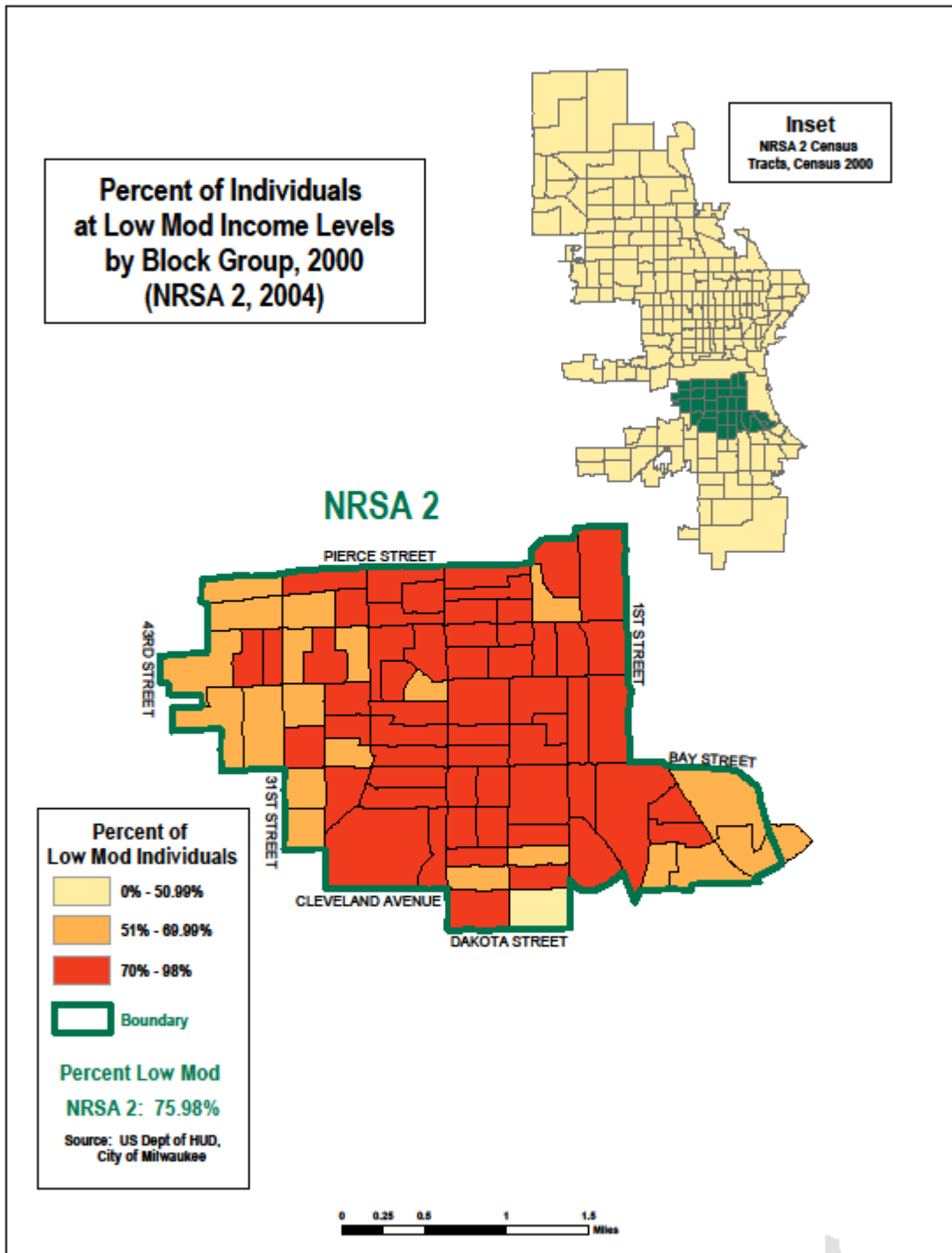
DEFINITIONS:

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

CDBG TARGET AREAS



CDBG TARGET AREAS



Conflict of Interest Regulations Applicable to CDBG and HOME Funding

Persons Covered

1. Employees of the City of Milwaukee
2. Employees of subrecipient organizations (including Board members)
3. Agents of the City
4. Consultants of the City
5. Officers of the City
6. Elected officials of the City
7. Appointed officials of the City
8. Designated public agencies of the City
9. State Recipients (HOME regulations)

No Persons (identified above)

- who exercise any functions or responsibilities with respect to CDBG or HOME activities, or
- who have exercised any functions or responsibilities with respect to CDBG or HOME activities, or
- who are in a position to participate in a decision making process, or
- who are in a position to gain inside information with regard to such activities

Prohibition

- may obtain a *financial interest* from a CDBG or HOME assisted activity, or
- obtain a *benefit* from a CDBG or HOME assisted activity, or
- have a *financial interest* in any contract, subcontract, or agreement with respect to a CDBG or HOME assisted activity, or with respect to the proceeds of the CDBG or HOME assisted activity
- either for themselves or
- those with whom they have business or immediate family ties,
- during their tenure or for one year thereafter.

Employees of both the City and Employees of Subrecipient Organizations that receive CDBG or HOME funds:

Before any employee who exercises or has exercised any functions or responsibilities with respect to CDBG or HOME activities, or who is in a position to participate in a decisionmaking process or gain inside information with regard to CDBG or HOME activities, is permitted to avail himself or herself of a financial interest or benefit from programs funded with those grants, or is permitted to enter into any contract or agreement relating to such activities, the City, on behalf of the employee, is required to first seek an exception to the conflict of interest regulations from HUD.

City Employee: Any City employee who exercises or has exercised any functions or responsibilities with respect to CDBG or HOME activities, or who is in a position to participate in a decisionmaking process or gain inside information with regard to CDBG or HOME activities, and who wishes to participate in a program funded with CDBG or HOME funds, should first seek a confidential advisory opinion from the Ethics Board. In order to seek an exception from the HUD conflict-of-interest regulations, an employee must provide an opinion of the City Attorney that the relationship at issue does not violate state or local law.

Any other City Employee described above whose position involves activities related to a grant-funded program in which he or she wishes to participate should seek a confidential advisory opinion from the Ethics Board *before* participating in the program.