



**YEAR 2007**

**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**

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

# TABLE OF CONTENTS

## YEAR 2007 COMMUNITY DEVELOPMENT APPLICATION

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	<b>Page</b>
<b>Introduction: Statement of Purpose</b>	1
<b>Year 2007 Funding Application</b>	
▪ Proposal Checklist	2
▪ Application Introduction/Procedures	3-5
▪ Program Definitions	6
▪ Application Executive Summary	7
▪ Year 2007 Funding Application	8-17
▪ Agency Budget: Revenue	18
▪ Agency Budget: Expenses	19-20
▪ Board Roster	21
<b>Request for Proposals by Funding Category</b>	22-41

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### **Appendix**

Income Characteristics for Program Participants

Community Housing Development Organization(CHDO) Checklist

MAP - CDBG Target Area

# REQUEST FOR PROPOSALS

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	<b>Page</b>
<b><u>CATEGORY: PUBLIC SERVICES</u></b>	
▪ Neighborhood Strategic Planning/Community Organizing/Crime Prevention	22
▪ Employment Services	24
▪ Senior Services	26
▪ Youth Services	28
<b><u>CATEGORY: ECONOMIC DEVELOPMENT</u></b>	
▪ Special Economic Development/Business Assistance	30
<b><u>CATEGORY: HOUSING SERVICES</u></b>	
▪ Housing Production	32
▪ Housing Accessibility Program	35
<b><u>CATEGORY: HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS(HOPWA)</u></b>	
▪ Housing and Supportive Services for Persons with AIDS	37

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.**

**Complete Applications must be received no later than Monday, August 14, 2006.**

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 unbound copies** of the following Year 2007 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 or electronic applications will not be accepted.** All proposals which are received after the closing date of **Monday, August 14, 2006** will not be reviewed and will be returned to the applicant. **Do not ask, as no exceptions will be granted.**

## **APPLICATION PROCEDURES**

As designated by the Community and Economic Development Committee of the Milwaukee Common Council, service providers for Funding Year 2007 **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 Appendix), unless otherwise noted in each RFP.

The date of issue for these proposals is August 2, 2006. All proposals and supporting documents must be complete upon initial submission, and must be typed ---- **NO HANDWRITTEN, ELECTRONIC OR FAXED APPLICATIONS WILL BE ACCEPTED.**

**Completed proposals and required attachments must be received at the Community Development Grants Administration office *no later than Monday, August 14, 2006.* 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 2007 Funding Allocation Cycle:**

Request for Proposals issued	August 2, 2006
Proposals due to CDGA	August 14, 2006
C&ED Committee Funding Adoption Meeting	October 17, 2006
Common Council Meeting	October 24, 2006
Year 2007 Program Year	January 1, 2007-December 31, 2007

## **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 Program Design 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 all required budget and attachments.
- If you are applying for funds from more than one source(i.e., CDBG, HOME), you must submit a separate application with all required 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.**

**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 exception: 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 2007 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 2007 FUNDING APPLICATION FOR THE FOLLOWING FEDERAL FUNDS

❖ **HOME FUNDS**

❖ **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)**

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

Application Executive Summary.....Page 7

Year 2007 Application .....Page 8-17

Agency Budget – Revenue.....Page 18

Agency Budget – Expenses.....Page 19-20

Board Roster.....Page 21

**If you are submitting for more than one activity or for different funding sources, you must submit separate applications which include all of these components.**

**All activities, with the exception of HOPWA(which covers the 4-County Milwaukee Metropolitan area), will be conducted in the CDBG Target Area.**

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION  
APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2007**

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

**NOTE: Separate applications 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.**

(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 2006 \_\_\_\_\_

Organization did not receive funds from CDGA in 2006 \_\_\_\_\_

**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**

**A. Households/Clients Served: Describe the specific population to be served, including target income level and special needs populations, as applicable. Indicate the number of units/households to receive direct services by your program.**

**(5 pts maximum)**

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

*Comments:*

*Score:*

**B. Outreach: 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)**

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

*Comments:*

*Score:*

**C. Activity, Goals, and Timeline: Describe the specific activity to be performed, the goals of the program, and the timetable for implementation.**

**(15 points maximum)**

**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 REFER 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:

10

**E. 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 long term outcomes.

**(15 points maximum)**

**DO NOT WRITE BELOW**

**(For CDGA Use Only)**

Comments:

Score:

11

**F. Budget and Resources Leveraged: Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed. The HOPWA budget is incorporated within the HOPWA RFP.**

**(5 points maximum)**

**DO NOT WRITE BELOW**

**(For CDGA Use Only)**



<i>Comments:</i>	<i>Score:</i>
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12	<b>TOTAL POINTS PART 1</b> <b>(60 maximum)</b>
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**PART 2: EXPERIENCE**  
**40 POINTS TOTAL**

<b>A. Agency Experience with Activity: Describe the specific experience that your agency has in providing the service for which funding is requested.</b>	<b>(15 pts maximum)</b>
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**DO NOT WRITE BELOW**  
**(For CDGA Use Only)**

*Comments:*

*Score:*

13

**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 and administrative structure.**

**(5 pts maximum)**

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

Comments:

Score:

15

**E. 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 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.)**

***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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.)

***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)**

**REVIEWER'S SUMMARY**

SCORE SECTION I (60 Points Max) \_\_\_\_\_

SCORE SECTION II (40 Points Max) \_\_\_\_\_

SUBTOTAL (100 Points Max) \_\_\_\_\_

**DEDUCT FOR WRONG FORMAT (25 Points)** \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_

**MAXIMUM POINTS: 100**

**ADDITIONAL NOTES:**

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**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	2004	2005	2006
<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>			



# AGENCY BUDGET: EXPENSES

## CDBG FUNDS ONLY

(A Separate Budget is required for each RFP for which you are applying)

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>			

# AGENCY BUDGET: EXPENSES

## HOME – HOUSING FUNDS ONLY

(A Separate Budget is required for each RFP for which you are applying)

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

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

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

CATEGORY	Requested Funds	Committed Funds (list source)	Pending Funds (list source)
Acquisition			
Rehab Hard Costs(Electrical, plumbing, carpentry, masonry etc.)			
Physical Inspections			
Soft Costs (legal, appraisals, permits, fees, insurance etc.)			
Other Costs(describe)			
<b>TOTAL COSTS</b>			

(NOTE: Salaries, fringes, rent, utilities, insurance, supplies etc. are to be budgeted utilizing the CDBG Budget form.)

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

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

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

Program Year: 2007

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:			

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 2007**

**REQUEST FOR PROPOSALS**

## **Category: Public Services**

- ❖ **Neighborhood Strategic Planning  
Community Organizing/Crime Prevention**
- ❖ **Employment Services**
- ❖ **Senior Services**
- ❖ **Youth Services**

## Neighborhood Strategic Planning/Community Organizing/Crime Prevention

**Total Available: \$792,000  
(\$44,000 per each of the 18 NSP areas)  
(CDBG Funds)**

### **Key Activities - Program Description:**

1. Using door-to-door and other kinds of outreach, inform and provide resource information, recruit, encourage and promote area residents and stakeholders to establish Block Clubs, Neighborhood Watches and Landlord Compacts in coordination with Milwaukee Police Department and/or City of Milwaukee Department of Neighborhood Services Landlord Training Program.
2. Organize neighborhood residents in neighborhood clean-up efforts as identified by and coordinated with the Department of Neighborhood Services (DNS).
3. Coordinate Community Neighborhood Strategic Planning meetings and community events.
4. Work in collaboration with the Department of Neighborhood Services and the Community Prosecution Unit to abate criminal activity and chronic nuisance properties.
5. Other crime prevention, neighborhood improvement and organizing initiatives.

### **Program Narrative:**

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

#### **PART I – Program Design Specifications – (60 Points)**

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

### **Method**

1. Indicate collaborations with other organizations, agencies or existing programs serving the same population.
2. Describe methods that will be used to recruit residents to establish block clubs and to become involved in community improvement efforts such as neighborhood cleanups and crime prevention initiatives.

## **BUDGET**

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

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

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

### **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 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.) ***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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.) ***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**

<p><b>Total Available: \$325,000 (CDBG Funds)</b></p>
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**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.

**You must clearly specify if you are applying for Job Placement or Job Training & Placement. If you are applying for both, separate applications are required.**

**Program Narrative:**

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

**PART I – Program Design Specifications – (60 Points)**

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.
2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program.
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation.
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.

**METHOD**

1. 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.
2. 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**

1. Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed (CDBG, HOME and/or CHDO activity funds).

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

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

### **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 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.) *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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.) *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 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.

**PUBLIC SERVICE – SENIOR SERVICES**

**Total Available: \$177,000  
(CDBG Funds)**

**Key Activities – Program Description:**

Operate a program that provides housekeeping, interior and/or exterior home maintenance services to Seniors to assist them in remaining 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)**

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.
2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program.
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation.
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.

**METHOD**

1. Specify the number of visits, per month for each client.

**BUDGET**

1. Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed (CDBG, HOME and/or CHDO activity funds).

**PART II – EXPERIENCE (40 POINTS)**

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

**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 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.) *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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.) *Failure to provide the required documentation will result in a score of zero for this section.***

**PUBLIC SERVICE – YOUTH SERVICES**

<p><b>Total Available: \$1,400,000 (CDBG Funds)</b></p>
---

**Key Activities – Program Description:**

Provide opportunities for youth through social, educational, recreational and cultural programs. All programs must be available to youth in the community-at-large.

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

**Program Narrative:**

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

**PART I – Program Design Specifications – (60 Points)**

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.
2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program.
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation.
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.

**METHOD**

1. Specify hours of operation for service to be provided.
2. Indicate collaboration with existing programs serving the same youth population.
3. Describe the facilities that will be used for your programs.

**BUDGET**

1. Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed (CDBG, HOME and/or CHDO activity funds).

**PART II – EXPERIENCE (40 POINTS)**

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

**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 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.) ***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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.) ***Failure to provide the required documentation will result in a score of zero for this section.***

## **Category: Economic Development**

- ❖ **Special Economic Development/  
Business Assistance**

## SPECIAL ECONOMIC DEVELOPMENT – BUSINESS ASSISTANCE

**Total Available: \$450,000  
(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 Jobs (full-time or part-time) for low income residents of the City of Milwaukee
- New businesses or business expansion resulting in new job creations

**NOTE: Current CDBG-funded Mainstreets Programs are not eligible to apply as this represents a duplication of services to businesses.**

### **Program Narrative:**

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

#### **PART I – Program Design Specifications – (60 Points)**

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.
2. **Outreach:** Indicate all of the methods that will be used to inform eligible businesses about your program.
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation.
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.

#### **METHOD**

1. Clearly define the type and method of business assistance to be provided.
2. Describe how the business assistance will directly create a new business or help an existing business expand, resulting in new jobs.
3. Describe your collaborations with lenders and others in assisting businesses with financial and technical assistance and other resources.

## **BUDGET**

1. Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed (CDBG, HOME and/or CHDO activity funds).

30

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

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

### **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 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.) *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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.) *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

31

## **Category: Housing Services**

- ❖ **Housing Production for Community Housing Development Organizations (CHDO's)**
- ❖ **Housing Accessibility Program**

**CHDO (Community Housing Development Organization)**

**Housing Production (Acquire/Rehabilitation/Sell and New Construction)**

<p><b>Total Available: \$ 1,840,000 (HOME Funds)</b> <b>\$ 48,000 (CDBG Funds)</b></p>
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**Key Activities – Program Description:**

CDGA is seeking qualified Community Housing Development Organizations (CHDOs) to acquire vacant/blighted homes for rehabilitation and/or to construct new homes on vacant City parcels. Homes rehabilitated or constructed through the program must be located in the City of Milwaukee and sold to eligible low and moderate income, owner-occupied households. Applicants must be eligible for CHDO certification at the time of the allocation of funds and certified by the City of Milwaukee prior to the start of the 2007 program year (*See Appendix*).

**Program Narrative:**

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

**PART I – Program Design Specifications – (60 Points)**

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 housing units to be completed.
2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program.
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation.
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.

**METHOD**

1. Describe any plans the agency may have to cluster its activity for greater impact in selected neighborhoods.
2. For new construction, describe how the agency will develop in-fill housing projects that are targeted to the needs of the community.
3. Indicate any special considerations such as whether the units will be handicapped accessible or visitable to those with physical or other impairments.
4. Describe your agency's relationships with local lenders and its ability to obtain construction financing.

5. Describe your agency's process for soliciting qualified subcontractors.
6. Describe your agency's methods for providing oversight during the construction phase to ensure quality workmanship, consumer satisfaction and compliance with HUD regulations.

## **BUDGET**

1. Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed (CDBG, HOME and/or CHDO activity funds).

### **Required Budget Specifications**

- Agency will complete and sell a minimum of six housing units per year.
- Average HOME development subsidy per unit shall be \$40,000 and not exceed \$50 per sq. ft.
- Maximum CHDO operating costs per unit shall be \$8,000.

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

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

### **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 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.) *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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.) *Failure to provide the required documentation will result in a score of zero for this section.***

### **Other Program Requirements**

- Some projects may be subject to environmental review after the parcel has been identified and before any costs may be incurred.
- The CHDO must be the owner and developer of the housing constructed or rehabilitated

through this program.

- The City's Department of City Development (DCD) Planning Division must approve all plans and designs.
- This program shall not displace any persons or businesses.

33

- The agency must collaborate with other neighborhood rehabilitation efforts to maximize revitalization of the target areas.
- If funded, the agency will be required to provide a complete feasibility package for each housing project, (as identified in the City of Milwaukee Housing Procedures manual) and receive CDGA approval, prior to initiating a housing project.
- Housing units constructed prior to 1978 are assumed to contain lead-based paint and must be rehabilitated in accordance with State and Federal regulations. Applicants must utilize State of Wisconsin lead-certified subcontractors and/or rehabilitation crews and supervisors. All work must be performed in a lead safe manner as per the CDGA Lead Reduction Policy. All completed work must have a lead wipe test conducted with subsequent clearance by the City's Health Department.
- All subcontractors working with the applicant must hold a valid City of Milwaukee Home Improvement Contractor's license.

**Federal HOME funds are included with this activity. The City will “reserve” HOME funds for the successful bidder, but will allocate funds only after a specific property has been identified and approved by the City. Use of HOME funds creates programmatic obligations that relate to total compliance with building codes, income eligibility, code compliance re-inspections and continued rent affordability.**

**HOUSING ACCESSIBILITY PROGRAM**

**Total Available: \$167,900  
(CDBG Funds)**

**Key Activities – Program Description:**

Provide housing accessibility improvements for income eligible persons with physical, visual and hearing disabilities residing in the CDBG Target Area. This can include the following: 1) improving or providing access into and from the dwelling; 2) making access easier to the bathroom, kitchen, bedroom and living room; safety enhancements, (i.e., visual smoke detectors).

**Program Narrative:**

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

**PART I – Program Design Specifications – (60 Points)**

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.
2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program.
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation.
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.

**METHOD**

1. Describe your agency's relationships with local lenders and its ability to obtain construction financing.
2. Describe the average costs of ramp construction based on lineal footage.
3. Describe your agency's process for soliciting qualified subcontractors.

4. Describe your agency's methods for providing oversight during the construction phase to ensure quality workmanship, consumer satisfaction and compliance with HUD regulations..

## **BUDGET**

1. Include a proposed budget for your program utilizing the appropriate budget forms which are enclosed (CDBG, HOME and/or CHDO activity funds).

35

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

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

### **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 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.) *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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.) *Failure to provide the required documentation will result in a score of zero for this section.***

## **Other Program Requirements**

- City of Milwaukee Home Improvement Contractor's License is required.
- ***All work must be approved by CDGA prior to execution.***
- Permits must be obtained from the City of Milwaukee Department of Neighborhood Services (DNS) prior to commencement of construction.
- If constructing handicapped ramps, the ramp design shall consist of a floating (Minnesota Design) to allow for the simple removal of the ramp. Design shall be approved by DNS and comply in all respects to City of Milwaukee ordinances. Wood members that will come into contact with the earth shall be of pressure treated lumber. Bid is based on lineal footage of ramp.

## **Method of payment**

An approved ramp shall be paid for on the basis of the number of lineal feet of ramp constructed. The accepted

price per foot shall be invoiced at the completion of the construction of the ramp. CDGA, or its delegate, shall inspect the ramp for acceptable completion and verification of length for billing purposes. Upon confirmation from DNS, CDGA will initiate payment of invoice.

Housing activities must comply with all applicable Lead Based Paint Regulations, including Title X of the Housing and Community Development Act, as amended.

36

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

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

## HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

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**Total Available: \$487,000  
(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 for shared housing arrangements; short term rent, mortgage and utility payments to prevent the homelessness of a tenant or mortgagor of a property;
4. 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;
5. Operating costs for housing including maintenance, security, operations, insurance, utilities, furnishings, equipment, supplies and other incidental costs;
6. 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;
7. 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 Specifications – (60 Points)**

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.
2. **Outreach:** Indicate all of the methods that will be used to inform eligible persons about your program.
3. **Activity/Goals and Timelines:** Describe the specific activity to be performed, the goals of the program and the timetable for implementation.
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.

### **METHOD**

1. Describe supportive services and/or case management to be provided.
2. 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.
3. Describe the appropriateness of the housing and supportive services, including how activities will be carried out.
4. 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.
5. 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.
6. Describe your Policy on the Termination of Participation and Grievance Procedures, if a client violates your agency program requirements.
7. 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.
8. Explain the method for assuring that housing subsidized with HOPWA funds meets HUD Housing Quality Standards.

### **BUDGET**

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

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

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

### **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 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.) *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 documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.) *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.

## **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 2007 BUDGET**

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

**PROGRAM BUDGET**

CATEGORY	TOTAL HOPWA FUNDS	TOTAL OTHER FUNDS	TOTAL PROGRAM BUDGET
<p><b><i>Facility Based Housing Development</i></b>  <b><i>includes:</i></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><i>Facility Based Housing Operations</i></b> <b><i>includes:</i></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><i>Facility Based Non-Housing:</i></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><i>Tenant-Based Rental Assistance (TBRA):</i></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>			

**Short-Term Rent, Mortgage, and Utility (STRMU) Assistance includes:**

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.

<b>Name each site:</b>			

CATEGORY	TOTAL HOPWA FUNDS	TOTAL OTHER FUNDS	TOTAL PROGRAM BUDGET
<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>			

**Permanent Housing Placement:**

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.

**TOTALS**

**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:

CDBG & ESG INCOME LIMITS ONLY: (Effective Date: January 31, 2006)

Number in Household	Extremely Low <sup>1</sup> Income Level	Very Low <sup>2</sup> Income Level	Low Income <sup>3</sup> Level
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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.

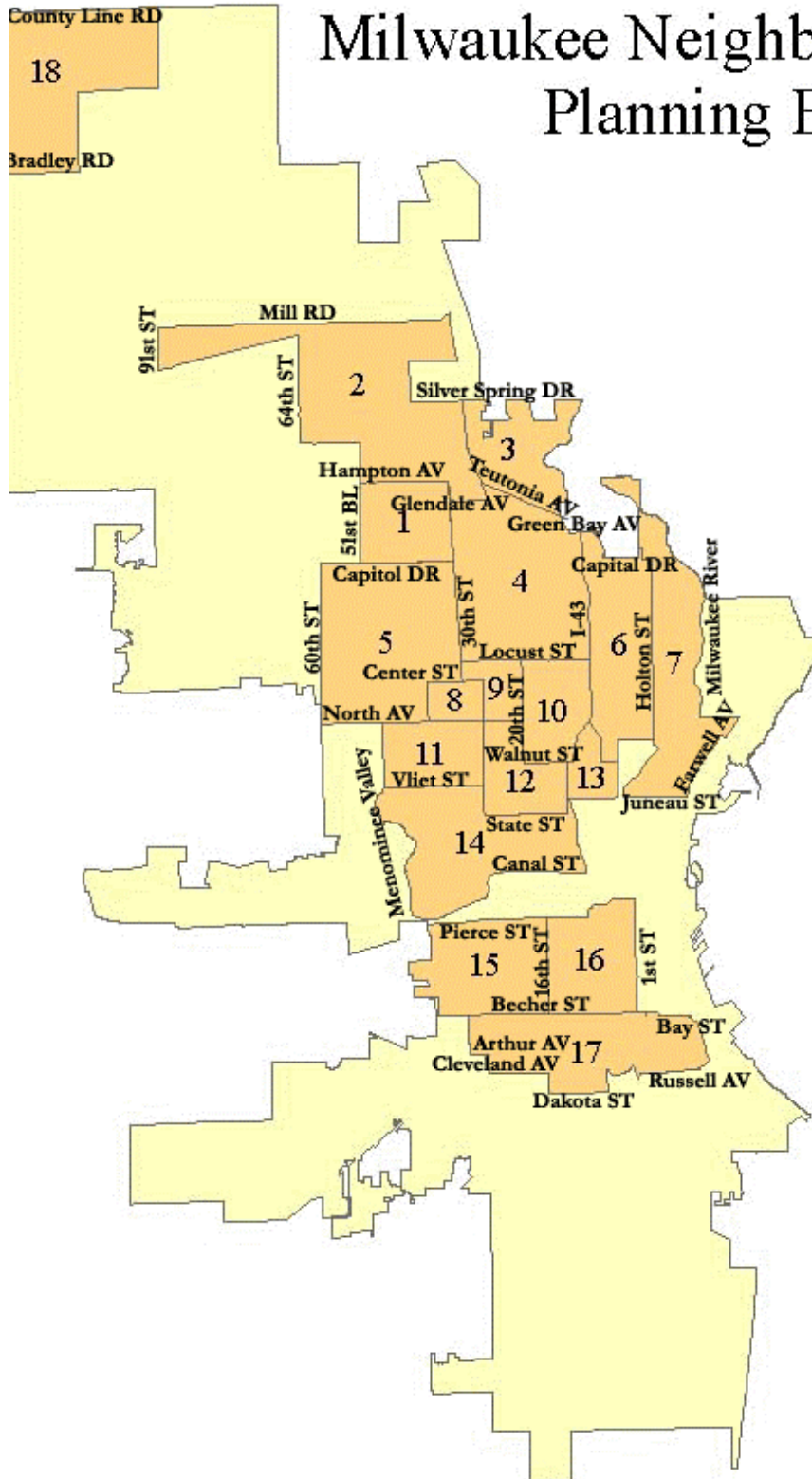
1	< \$ 14,100	\$ 14,100 - \$23,500	\$ 23,500 - \$37,650
2	< 16,150	16,150- 26,900	26,900- 43,000
3	< 18,150	18,150 - 30,250	30,250 - 48,400
4	< 20,150	20,150 - 33,600	33,600 - 53,750
5	< 21,750	21,750 - 36,300	36,300 - 58,050
6	< 23,400	23,400 - 39,000	39,000 - 62,350
7	< 25,000	25,000 - 41,650	41,650 - 66,650
8	< 26,660	26,660 - 44,350	44,350 - 70,950

**HOME INCOME LIMITS ONLY: (Effective Date: January 31, 2006)**

<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	< \$ 14,100	\$ 14,100 - \$23,500	\$ 23,500 - \$37,650
2	< 16,150	16,150- 26,900	26,900 - 43,000
3	< 18,150	18,150 - 30,250	30,250 - 48,400
4	< 20,150	20,150 - 33,600	33,600 - 53,750
5	< 21,750	21,750 - 36,300	36,300 - 58,050
6	< 23,400	23,400 - 39,000	39,000 - 62,350
7	< 25,000	25,000 - 41,650	41,650 - 66,650
8	< 26,660	26,660 - 44,350	44,350 - 70,950



# 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 HOUSING DEVELOPMENT ORGANIZATION (CHDO)**

### **FACT SHEET**

The HOME Program provides funds specifically for use by nonprofit housing developers that qualify as CHDOS. Each HOME Participating Jurisdiction (PJ) must set-aside a minimum of 15 percent of each annual HOME allocation exclusively for housing that is owned, developed or sponsored by CHDOS.

A CHDO is a specific type of nonprofit organization as defined in Sect. 92.2 of the HOME final rule. Although many nonprofit organizations share common characteristics with CHDOs, not all non-profits qualify as CHDOs under the HOME program. Only nonprofit organizations that have been certified by HOME participating jurisdictions as CHDOs can receive funds from the minimum 15 percent set-aside. Following is a checklist describing CHDO eligibility criteria and necessary supporting documentation which is required in order for an agency to be certified as a CHDO.

In order for a CHDO to be eligible for set-aside funds, the agency must be organized and structured as described above and certified by the City of Milwaukee as a CHDO. The CHDO must also develop, own or sponsor the HOME-assisted housing. In any of these capacities, the CHDO must have effective project control or the activity is ineligible for CHDO funding. The City of Milwaukee does not fund CHDOs as exclusive Sponsors of housing development projects.

PJs may use up to 5 percent of their annual HOME allocations for the payment of operating expenses for CHDOs. CHDO operating expenses are defined in §92.208 as reasonable and necessary costs for the operation of the CHDO. Such costs include salaries, wages and other employee compensation and benefits; employee education, training and travel; rent; utilities; communication costs; taxes; insurance and equipment, materials and supplies. For any fiscal year, a CHDO may not receive HOME funded support in an amount that provides more than 50% of the organization's total operating budget in the fiscal year or \$50,000 annually, whichever is greater. Additionally, the City of Milwaukee limits CHDO operational costs to \$8,000 per eligible housing unit.

The attached CHDO Checklist describes agency requirements to qualify as a CHDO. In order to receive CHDO funding from the City of Milwaukee, an agency must meet all of the attached requirements, provide supporting documentation, and receive written CHDO Certification by the City of Milwaukee Community Development Grants Administration.

### **CHDO CHECKLIST**

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, 92.2 of the HOME Rule. The checklist includes all documentation that must be received from a nonprofit before it may be certified or recertified as a CHDO.

#### **I. LEGAL STATUS**

A. The nonprofit organization is organized under State or local laws, as evidenced by:

- a Charter, OR
- Articles of Incorporation.

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:

- a Charter, OR
- Articles of Incorporation.

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

\_\_\_\_\_ a 501(c)(3) or (4) Certificate from the IRS.

OR

Is classified as a subordinate of a central organization non-profit under section 905 of the Internal Revenue code, as evidenced by:

\_\_\_\_\_ a group exemption letter from the IRS that includes the CHDO.

D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization's:

\_\_\_\_\_ Charter,  
\_\_\_\_\_ Articles of Incorporation,  
\_\_\_\_\_ By-laws, OR  
\_\_\_\_\_ Resolutions.

## **II. CAPACITY**

A. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems", as evidenced by:

\_\_\_\_\_ a notarized statement by the president or chief financial officer of the organization;

\_\_\_\_\_ a certification from a Certified Public Accountant, OR

\_\_\_\_\_ a HUD approved audit summary.

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

\_\_\_\_\_ resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR

\_\_\_\_\_ contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.

C. Has a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by:

\_\_\_\_\_ a statement that documents at least one year of experience in serving the community, OR

\_\_\_\_\_ for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

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

### **III. ORGANIZATIONAL STRUCTURE**

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

- \_\_\_\_\_ By-Laws,
- \_\_\_\_\_ Charter, OR
- \_\_\_\_\_ Articles of Incorporation.

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

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

- \_\_\_\_\_ the organization's By-laws,
- \_\_\_\_\_ Resolutions, OR
- \_\_\_\_\_ a written statement of operating procedures approved by the governing body.

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

- \_\_\_\_\_ By-laws,
- \_\_\_\_\_ Charter, OR
- \_\_\_\_\_ Articles of Incorporation.

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

- \_\_\_\_\_ By-laws,
- \_\_\_\_\_ Charter, OR
- \_\_\_\_\_ Articles of Incorporation.

### **IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES**

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

- \_\_\_\_\_ the organization's By-laws, OR
- \_\_\_\_\_ a Memorandum of Understanding (MOU).

B. A Community Housing Development Organization may be sponsored or created by a for-profit entity,

however:

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

\_\_\_\_\_ in the for-profit organization's By-laws

AND;

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

\_\_\_\_\_ By-laws,  
\_\_\_\_\_ Charter, OR  
\_\_\_\_\_ Articles of Incorporation.

