



YEAR 2009

**REQUEST FOR PROPOSALS FOR
COMMUNITY DEVELOPMENT FUNDING**

**EMPLOYMENT SERVICES FOR
PERSONS TRANSITIONING OUT OF
FOSTER CARE**

**City of Milwaukee
Community Development Grants Administration**

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

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

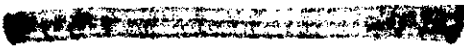


TABLE OF CONTENTS

	Page
Introduction	1
<u>Year 2009 Funding Application</u>	
▪ Proposal Checklist	2
▪ Application Procedures	3-5
▪ Program Definitions	6
▪ Application Executive Summary	7
▪ Year 2009 Funding Application & Budget(Expenses)	8-17
▪ Agency Revenue	18
▪ Board Roster	19
<u>Request for Proposals:</u>	20-22
▪ Employment Services for Persons Transitioning out of Foster Care	

Appendix

Income Characteristics for Program Participants

MAP - CDBG Target Area

Requirements for Certification as a Community-Based Development Organization(CBDO)

CITY OF MILWAUKEE – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Introduction

As a Participating Jurisdiction (PJ) and entitlement community, the City of Milwaukee-Community Development Grants Administration (CDGA), receives annual funding allocations from the Federal government to fund activities to address the following three (3) National Objectives of the U.S. Department of Housing and Urban Development (HUD):

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

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

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

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

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

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

The long-term outcomes expected from these strategies are:

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

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

PROPOSAL CHECKLIST - YEAR 2009

Complete Applications must be received no later than 4:00 pm on January 26, 2009.

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

All organizations applying for grant funds, complete and submit **10 copies** of the following Year 2009 documents:

- Application Executive Summary, signed and dated
- RFP Program Application
- Agency Budget-Revenue Form
- Agency Budget-Expenses Form
- Corporate Documentation as needed (**one copy only**)
- Board of Directors Roster

CORPORATE DOCUMENTATION to be included with the Application (**ONLY** for groups not currently under contract with the City or for groups currently funded who are submitting changes/updates to corporate documents).

Submit *one copy* of the following documents:

1. Articles of Incorporation
2. Corporate By-Laws
3. A roster of the current board of directors (form included in Appendix)
4. Corporate Organizational Chart
5. Federal Tax Exemption determination letter
6. State Sales Tax Exemption Status Letter with Tax Exempt number indicated
7. Accounting policies and procedures

NOTE: This information is necessary for evaluation by CDGA and the City Comptroller of the ability of the City of Milwaukee to enter into a contract with the applicant.

If your Application is funded, some additional Financial documents will be required to execute a contract between the City of Milwaukee and your organization.

Proposals may be hand delivered or mailed. **Faxed, electronic and incomplete applications will not be accepted.** All proposals which are received after the closing date of **January 26, 2009**, will not be reviewed and will be returned to the applicant. **Do not ask, as no exceptions will be granted.**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
YEAR 2009 REQUEST FOR PROPOSALS**

APPLICATION PROCEDURES

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

- A municipal governmental agency; or
- A nonprofit organization organized under Chapter 181 of the Wisconsin Statutes, qualified as a Section 501(c)(3) organization, ***at the time of grant application submission.***

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

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

Due to the high demand for services, all activities, will be conducted in the CDBG Target Area (see Map in Appendix).

The date of issue for these proposals is January 12, 2009. 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 January 26, 2009.
No extensions will be granted.

Submit ten copies to:

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

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

Year 2009 Funding Allocation Cycle:

Request for Proposals issued	January 12, 2009
Proposals due to CDGA	January 26, 2009
C&ED Committee Funding Adoption Meeting	February 2, 2009
Common Council Meeting	February 10 2009
Year 2009 Program Year	January 1, 2009-December 31, 2009

APPLICATION PROCEDURES CONT'D

- Follow the prescribed format for Application preparation closely. Present information in the order indicated. Submit all requested information or indicate not applicable (N/A), where appropriate.
- Additional information required under the RFP Method Specifications must be incorporated into the Program Narrative.
- Do not submit materials other than those specifically requested. Letters of Support and Appendices submitted under separate cover will be discarded.
- If you decide to replicate the application, make certain it is consistent in all respects with the Community Block Grant Application.

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

COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)

NOTE: Per the HUD regulations, this activity requires that your agency be qualified as a Community-Based Development Organization:

If you are awarded funds for 2009, you will receive a letter from CDGA requesting the required documentation to be certified as a CBDO for the above-mentioned activities.

See Appendix for further instructions.

APPLICATION PROCEDURES CONT'D

NOTICES

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

All materials submitted shall become public records retained by the City of Milwaukee, with the following exceptions: late and/or incomplete applications or requests for funding for projects that are not a part of this solicitation, will be returned to the applicant without further review, and materials not requested as part of the application packet will be discarded.

If Applicant makes a false statement or misrepresentation in this Application to obtain Federal funds and funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

FUNDING DECISION

The actual decision to award funds is considered first by the City of Milwaukee Community and Economic Development Committee and forwarded to the Common Council and Mayor for final review and approval before the final submission to HUD. Funding recommendations by the CDGA staff are advisory to the Community and Economic Development Committee. Applicants that are not recommended for funding, will be notified by mail.

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

DEFINITIONS

1. **ADDI** – American Dream Downpayment Initiative
2. **CDGA** - Community Development Grants Administration
3. **CDBG** - Community Development Block Grant
4. **CHDO** – Community Housing Development Organization
5. **ESG** – Emergency Shelter Grants
6. **HOME** - HOME Investment Partnerships
7. **HOPWA** - Housing Opportunities for Persons with AIDS
8. **Outcomes** - are the benefits derived from program activities. Typical examples:
 - Ten New Block Clubs - a core of 20 leaders are identified and trained to independently coordinate activities and issues on their blocks.
 - Abate Code Violations - property values are maintained or increased while elderly/ low income home owners are able to remain in their homes.
 - After School Recreation - participating youth improve in school and reduce their involvement with the criminal justice system.
9. **Outcome Measurements** are the specific items of information that track a program's success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome.
10. **Short Term Outcomes** - are benefits derived from program activities that can usually be observed within a one year period.
11. **Mid Term Outcomes** - are benefits derived from program activities that usually occur within two - three years.
12. **Long Term Outcomes** - are benefits derived from program activities that are more global in scope and impact and are usually observable within three - five years.

Most Neighborhood Strategic Plans submitted to CDGA had four basic Long Term Outcomes. Most planning groups reported that their neighborhoods would experience these long term outcomes as a result of the expenditure of Federal funds. These outcomes are:

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

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

All proposals for funding in 2009 will be required to show how their activities and their short and mid term outcomes will eventually lead to the above noted long term outcomes.

COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION

APPLICATION EXECUTIVE SUMMARY – FUNDING YEAR 2009

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

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

Total Amount Requested (CDBG FUNDS)\$ _____

RFP Activity/Category for which you are applying _____

Applicant Organization Name: _____	
Organization Address: _____	City _____ Zip _____
Contact Person: _____	Title _____
Contact Person's Telephone Number: _____	Fax Number: _____
E-Mail Address: _____	
Is applicant a 501 (C)(3) organization? Yes _____ No _____	
Is applicant a faith-based organization? Yes _____ No _____	
Federal Employer Identification Number _____	
Executive Director: _____	Phone Number _____
Board President: _____	Phone Number _____

Check one: Organization received funds from CDGA in 2008 _____

Organization did not receive funds from CDGA in 2008 _____

Proposal submission(s) must be authorized and signed by an official of the Board of Directors.

Name and title of Board Official: _____

Signature of Board Official: _____

NOTICE:

A false statement or misrepresentation in the proposal to obtain grant funds and if funds are awarded, the funds and contract will be in default and the City may declare all of any part of the funds paid out immediately due and repayable to the City and the contract voided.

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

A. Households/Clients Served: Describe the specific population to be served, including target low income level and special needs populations, as applicable. You must also indicate the total number of households to receive direct services by your program in 2009.

(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, Timeline, Outcomes:

(30 points maximum)

Describe: 1) The specific activity to be performed; 2) The goals of the program; 3) The timetable for implementation and; 4) The expected outcomes, (results, impact or change) expected to come about as a result of your program and describe how these contribute to one or more of CDGA's long term outcomes which are: 1) Reduce Crime; 2) Increase Property Values; 3) Increase Economic Vitality; and, Improve Quality of Life.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

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

(15 points maximum)

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

E. Budget and Resources Leveraged: Include a proposed budget for your program utilizing the budget form which follows this page.

(5 points maximum)

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

TOTAL POINTS PART 1
(60 maximum)

AGENCY BUDGET: EXPENSES CDBG FUNDS ONLY

Organization: _____

Program Name: _____

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

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

PART 2: EXPERIENCE
40 POINTS TOTAL

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

(15 pts maximum)

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

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

(5 pts maximum)

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

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

(5 pts maximum)

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

D. Accomplishments:

(15 pts maximum)

Existing Agencies (Currently Funded by CDGA):

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

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide **THIRD PARTY** documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative alone by the applicant does not qualify as documentation of accomplishments.

Failure to provide the required documentation will result in a score of zero for this section.

New Groups (not currently funded by CDGA):

Please summarize your performance during the past two years including stated goals and actual accomplishments realized to date. New groups must include **THIRD PARTY** documentation verifying the stated accomplishments. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative alone by the applicant does not qualify as documentation of accomplishments.

Failure to provide the required documentation will result in a score of zero for this section.

DO NOT WRITE BELOW
(For CDGA Use Only)

Comments:

Score:

TOTAL POINTS
PART 2
(40 maximum)

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:

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

Organization _____

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

CATEGORY	2006	2007	2008
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**

Date Completed: _____

Program Year: 2009

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

The Slate of Officers of the Board Shall Commence on _____ and End on _____.

NOTE: THIS FORM MUST BE SUBMITTED WHENEVER THERE ARE BOARD CHANGES.

Year 2009

REQUEST FOR PROPOSALS

**Employment Services for Persons
Transitioning out of Foster Care**

PUBLIC SERVICE – EMPLOYMENT SERVICES

For Persons Transitioning out of Foster Care

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

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

Key Activities – Program Description:

Seeking Community-based organizations to provide skilled Job Training & Placement services and Job Placement services for low income citizens of Milwaukee who are transitioning out of foster care.

PROGRAM NARRATIVE:

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

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

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

METHOD (15 points)

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

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

BUDGET (5 points)

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

PART II – EXPERIENCE (40 POINTS TOTAL)

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

Existing Agencies (Currently Funded by CDGA):

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

NOTE: If you are currently funded and are applying for a new activity for which you are not currently funded, you must provide THIRD PARTY documentation of your accomplishments for the new activity for which you are applying. This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative alone by the applicant does not qualify as documentation of accomplishments.

Failure to provide the required documentation will result in a score of zero for this section.

New Groups (not currently funded by CDGA):

Summarize your performance during the past two years including stated goals and actual accomplishments realized to date. **New groups must include THIRD PARTY documentation verifying the stated accomplishments.** This may include written statements from current funding sources, agency annual reports, etc.

NOTE: A written narrative alone by the applicant does not qualify as documentation of accomplishments.

Failure to provide the required documentation will result in a score of zero for this section.

METHOD OF PAYMENT – Employment Services

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

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

APPENDIX

INCOME CHARACTERISTICS FOR PROGRAM PARTICIPANTS

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

HUD INCOME LIMITS - 2009

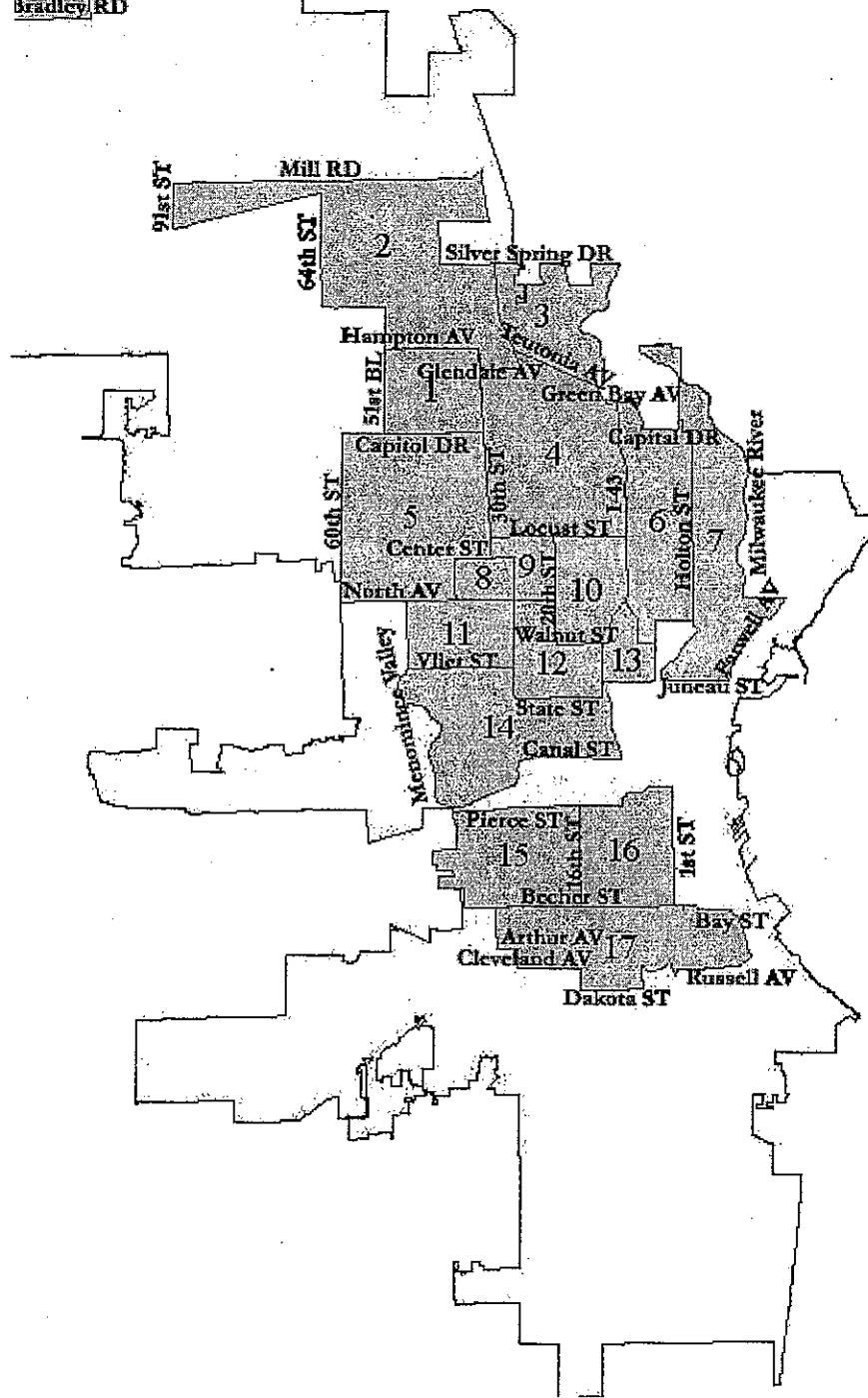
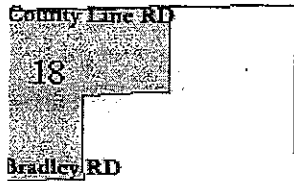
Number in Household	Extremely Low ¹ Income Level	Very Low ² Income Level	Low Income ³ Level
1	< \$ 14,200	\$ 14,200 - \$23,700	\$ 23,700 - \$37,900
2	< 16,250	16,250- 27,100	27,100 - 43,300
3	< 18,250	18,250 - 30,450	30,450 - 48,750
4	< 20,300	20,300 - 33,850	33,850 - 54,150
5	< 21,900	21,900 - 36,550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

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

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

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

Milwaukee Neighborhood Strategic Planning Boundary



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

COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)

NOTE: Per the HUD regulations, If you are funded, your agency is required to be qualified as a Community-Based Development Organization:

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

If you are awarded funds for 2009, you will receive a letter from CDGA requesting the required documentation to be certified as a CBDO for the funded activity of Employment Services for Persons Transitioning out of Foster Care.

**CITY OF MILWAUKEE
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION**

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

(To be filled out by the Agency)

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

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

- Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient, or in the case of an urban county, the jurisdiction of the country; and
- Has its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and
- May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and
- Maintains at least 51 percent of its governing body's membership for low-and moderate income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low-and moderate-income neighborhood organizations located in its geographic area of operation; and
- Is not an agency or instrumentality of the recipient and does not permit more than one third of the membership of its governing body to be appointed by, or to consist of: Elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (v) of this section); and
- Except as otherwise authorized in paragraph (v) of this section, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent body; and
- Is not subject to requirements under which its assets revert to the recipient upon dissolution; and
- Is free to contract for good and services from vendors of its own choosing.

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

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

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

Section III:

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

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

Section I: _____

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

Section II: _____ (check those that apply) 1. _____ 2. _____ 3. _____

Section III: _____

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

(Board President -print name here) _____ (Board President's Signature) _____ Date: _____
(required)

(Agency Executive Director - print name here) _____ (Agency Executive Director's Signature) _____ Date: _____
(required)

Community Development Grants Administration

BOARD MEMBER PROFILE

**FOR CERTIFICATION
AS A COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)**

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

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

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

I certify that the information provided above is accurate.

Board Member Name (Printed)

Board Member Signature

Date

(HUD Federal Income Limits -2009)

NUMBER IN HOUSEHOLD	EXTREMELY LOW ¹ INCOME LEVEL	VERY LOW ² INCOME LEVEL	LOW INCOME ³ LEVEL
1	\$ 14,200	\$ 14,200 - \$ 23,700	\$ 23,700 - \$37,900
2	16,250	16,250- 27,100	27,100 - 43,300
3	18,250	18,250 - 30,450	30,450 - 48,750
4	20,300	20,300- 33,850	33,850 - 54,150
5	21,900	21,900 - 36,550	36,550 - 58,500
6	23,550	23,550 - 39,250	39,250 - 62,800
7	25,150	25,150 - 41,950	41,950 - 67,150
8	26,800	26,800 - 44,700	44,700 - 71,500

(HUD Federal Income Limits)

DEFINITIONS:

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

