



## Notice of Funding Availability (NOFA) For Community Development Block Grant (CDBG) Public Services

### NOFA Information

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Issue Date: June 12, 2019  
Closing Date: July 9, 2019

### Contact

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Division of Neighborhood Services  
730 Washington  
City Hall, Room 102  
Racine, WI 53403  
Phone: (262) 636-9197

City Development Neighborhood Services Division Website:  
<https://www.cityofracine.org/CityDevelopment/NeighborhoodServices/>

### Applicant Information – Must Be Completed and Submitted by All Applicants

<b>Organization Name:</b>	Click here to enter text.	
<b>Contact Name:</b>	Click here to enter text.	
<b>Address:</b>	Click here to enter text.	
<b>City:</b> Click here to enter text.	<b>State:</b> Click here to enter text.	<b>Zip:</b> Click here to enter text.
<b>Phone:</b> Click here to enter text.	<b>Fax:</b> Click here to enter text.	
<b>E-Mail:</b> Click here to enter text.		

### Return Applications and Required Attachments by 4:00 p.m. July 9, 2019

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ATTN: CDBG PUBLIC SERVICE APPLICATIONS  
Division of Neighborhood Services  
730 Washington  
City Hall, Room 102  
Racine, WI 53403

## INTRODUCTION

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The Community Development Block Grant (CDBG) program is a United States Housing and Urban Development (HUD) program that provides communities with resources to address community development needs. Since its establishment by Congress in 1974, the CDBG program has been one of the longest continuously run programs at HUD. As an entitlement community and Participating Jurisdiction (PJ), the City of Racine Department of City Development receives annual funding allocated by HUD.

The Federal objectives of the CDBG Program are to provide the following, principally for persons of low and moderate income (LMI): decent housing, a suitable living environment, and expanded economic opportunities. In addition, the City of Racine emphasizes three priority areas related to CDBG Public Services: jobs, youth services, and neighborhood safety/crime prevention and stability. These specific neighborhoods receiving programming funding have been identified as part of the City's 5-year plan.

Public Services funding is available to government and established nonprofit organizations (in operation for over two years, with successful implementation of other grant programs) who wish to implement programming that serves LMI areas and LMI citizens within the City of Racine. This is likely the most competitive eligible category under the CDBG program, due a 15% cap on public services spending.

The City may provide assistance to microenterprises or other entities if it is determined that such assistance is appropriate to carry out an economic development project; please see the CDBG Economic Development application for more information. For projects such as roads, park improvements, and building improvements see the City of Racine Public Facilities and Infrastructure CDBG application. The City also allocates HUD CDBG and HOME funds to housing efforts under other application processes.

**NOTE:** projects planned within the *Greater Uptown NRSA* (map attached) should consult with city staff for possible alternate funding sources.

## REQUESTS FOR REASONABLE ACCOMMODATION

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The City of Racine's Department of City Development (hereafter referred to as the "City") will provide reasonable accommodation to allow for equal participation in the Request for Proposal (RFP) application process. To request a reasonable accommodation, please contact Matthew Rejc at 262.636.9197 or email [Matthew.Rejc@cityofracine.org](mailto:Matthew.Rejc@cityofracine.org). This document will be provided in alternate formats, upon request.

## ACCESS TO REFERENCED DOCUMENTS

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This document contains active hyperlinks. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this RFP by contacting Matthew Rejc at 262.636.9197 or email [Matthew.Rejc@cityofracine.org](mailto:Matthew.Rejc@cityofracine.org). All documents will be available on City Development's website.

## NOTICE OF SOLICITATION

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In addition to providing required notification via the City's publication of record, *The Racine Journal Times*, the City will provide notification to all known interested parties, and to other organizations and individuals currently on the Department's e-mail distribution list. Any individual or organization wishing to be added to the Department's e-mail distribution list in order to receive future notices of funding opportunities can make such a request by contacting 262.636.9197 or emailing [Brendan.saunders@cityofracine.org](mailto:Brendan.saunders@cityofracine.org). A copy of this Request for Proposal (RFP) will be posted to the department's website at <https://www.cityofracine.org/CityDevelopment/NeighborhoodServices/>. Failure of the City to notify any interested party or parties directly regarding the availability of this RFP shall not void or otherwise invalidate the RFP process.

## AVAILABILITY OF FUNDS

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The City of Racine is soliciting applications for Community Development Block Grant – Public Services Programs consistent with our Consolidated Plan goals. Public Services are subject to 15% cap of the total CDBG appropriation per HUD regulations, and have historically been our most in-demand and competitive funding category. Approximately **\$ 284,624** will be available to eligible projects, split among the following goals:

Goal	Targeted Amount
Provide Youth Opportunities	\$ 85,387
Increase Job Skills/Employment Training	\$ 113,849
Neighborhood Safety / Crime Prevention /Stability	\$ 85,387
<b>Total</b>	<b>\$ 284,624*</b>

**\* Total amount available subject to change based upon final HUD approval of 2019 Annual Plan.**

**A minimum funding request amount of \$20,000 is required to apply for funding.** Agencies that submit applications with a funding request less than \$20,000 will not be considered for funding.

Note: Homebuyer Education programs fall under the Neighborhood Safety / Crime Prevention / Stability category.

## CITIZEN PARTICIPATION

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The United States Department of Housing and Urban Development (HUD) program regulations require that citizens be given the opportunity to examine and appraise the City's use of funds. Citizens are afforded an opportunity to participate by membership on the Community Development Committee (CDC) and by attendance at Board meetings throughout the review and recommendation process. All CDC meetings are open to the public and published on the City's website. Members of the CDC establish priority funding categories based on the needs of the community, and are responsible for making funding recommendations for the use of the funds made available. A 30-day public comment period began on Thursday, March 7, 2019 through close of business on Thursday April 11, 2019, public hearings held on March 28, 2019, May 9, 2019, and May 23, 2019 allowed citizens to comment on the needs of low-income residents in the City of Racine.

Applicants will present their applications to the review panel and public as part of the review process, allowing applicants the opportunity to answer questions or clarify their project goals.

## DESCRIPTION OF SOLICITED SERVICES

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The City of Racine Department of City Development is accepting applications from qualified applicants to undertake activities under the City's Community Development Block Grant (CDBG) Program related to Public Services. Public Services are programs that benefit low and moderate income (LMI) individuals, a HUD national objective. Many activities are eligible under the CDBG Program to help achieve federal and local objectives. The primary objective of the program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for low- and moderate-income persons. CDBG Regulations under 24 CFR 570.201 (e) detail criteria for public service funding. Fifteen percent (15%) of the total CDBG funds received are allocated for CDBG – Public Services Programs. **NOTE:** projects planned within the Greater Uptown NRSA (map attached) should consult with city staff for possible alternate funding sources.

Applicants are required to review [Chapter 7: Public Services of Basically CDBG](#) which provides an overview of this funding category.

## Program Requirements

In order to be eligible for funding under the CDBG (public services) program, an application must meet the following four (4) criteria:

1. Be an eligible activity under U.S. Department of Housing and Urban Development (HUD) regulations. (A sample of eligible activities is provided on page 5. This is not an exhaustive list of allowable activities but rather examples.) (24 CFR 570.201(e)).
2. Meet HUD's CDBG National Objective (24 CFR 570.208 (a)), which is to benefit low to moderate income (LMI) persons. In order for a CDBG activity to be eligible under HUD's national objective LMI, the activity must qualify under either 1) area benefit or 2) limited clientele.
  - A. For CDBG activities based on **area benefit** (24 CFR 570.208 (a) (1)):
 

The public service activity must be offered to all residents of an area where at least fifty-one percent (51%) of the residents are low- and moderate-income per the latest census data available. The area must be clearly delineated by the grantee and must be primarily residential. A map of census tracts that are more than 51% LMI is provided in Attachment A. In the event the proposed activity has a city-wide area benefit it may be eligible as the city as a whole is slightly more than 51% LMI. To determine if your project is eligible under Area Benefit please contact Matt Rejc at (262) 636-9476.
  - B. For agencies serving a **limited clientele** (see Income Limits Summary Table below) (24 CFR 570.208 (a) (2)): Under limited clientele, activities benefit a specific targeted group of persons of which at least fifty-one percent (51%) must be low- and moderate-income. This can be achieved by meeting one (1) of the following criteria:
    - 1) Serving a group primarily presumed to be LMI such as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; (24 CFR 570.208(a)(2)(a)); or
    - 2) Serving at least fifty-one percent (51%) LMI, as evidenced by documentation and data concerning beneficiary family size and income (see Income Limits Summary table below); (24 CFR 570.208(a)(2)(b)); or
    - 3) Having income-eligibility requirements that limit the service to persons meeting the LMI income requirement, as evidenced by the administering agency's procedures, intake/application forms, and other sources of documentation (see Income Limits Summary table below); (24 CFR 570.208(a)(2)(c)).

FY 2019										
Racine City, WI										
FY 2019 Income Limit Area	Median Income	FY 2019 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Racine City	\$69,400	Extremely Low (30%)	\$15,000	\$17,150	\$21,300	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
		Very Low (50%)	\$25,000	\$28,550	\$32,100	\$35,650	\$38,550	\$41,400	\$44,250	\$47,100
		Low (80%)	\$39,950	\$45,650	\$51,350	\$57,050	\$61,650	\$66,200	\$70,750	\$75,350

\*These limits are revised annually by HUD.

3. Address one (1) or more of the following three (3) activity categories are prioritized by the City of

Racine 2015-2019 Consolidated Plan. Examples of activities eligible under these categories include:

- a) Youth Services: Programs for young people (age 13 to 19) that may focus on recreation, counseling, mentoring, career exploration, and summer employment. The programs may take place in schools, community centers, private companies, nonprofit office space, or outdoors. Youth services can have a number of goals like: school dropout prevention, financial literacy, academic assistance, job preparedness, or health improvement.
  - Suggested guidance: "[Using CDBG to Support Community Based Youth Programs.](#)" (*The Finance Project, January 2008*)
  - The 2019 Annual Action Plan prioritizes employment readiness and employment programs that demonstrate consistent or increasing outcomes
- b) Increase Job Skills & Employment Training: Job training and other employment services for LMI residents or presumed low-income clientele. Activities can include: job placement services, continuing education to enhance the employability of the individual, short-term job skills training, and subsidies to private-sector employers who hire and provide on-the-job training to eligible LMI individuals.
  - Suggested Guidance: Chapter Five - Job Training & Other Public Services of the "[Economic Development Toolkit.](#)"
  - The 2019 Annual Action Plan prioritizes employment readiness and employment programs that demonstrate consistent or increasing outcomes
- c) Neighborhood Safety / Crime Prevention / Stability: Promotion of crime awareness and prevention, including crime prevention education. Providing for neighborhood stability in the form of homeownership. These programs include neighborhood watch programs, programs that decrease violence and vandalism, and homeowner/buyer education counseling/courses.

4. Either be a new service or demonstrate a quantifiable increase in services provided with the funds requested. Funds may not be used to pay for an existing service, unless an exemption is made by HUD.

**Note:** First time applicants or applicants requesting an increase in funding will need to describe how the funds will be used for a new service or an expansion of an existing service.

Programs that incorporate elements of workforce training, apprenticeship opportunities, or volunteer/community participation are highly encouraged.

The long-term outcomes for Public Service projects must either:

1. Make services available or accessible to LMI citizens including those with special needs or disabilities; or
2. Make services affordable to LMI citizens; or
3. Promote services that improve communities and make them sustainable.

## REQUIRED RECORDS

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Each agency is responsible for keeping and maintaining the proper records to demonstrate compliance under the applicable national objective category. All of the below categories pertain to HUD's CDBG National Objective to benefit low- and moderate-income (LMI) persons. The following lists are not all inclusive. If funded, City staff will communicate any additional documentation and reporting requirements.

### **Area benefit activities**

Records to be maintained, including but not limited to:

- Boundaries of the service area;

- Documentation that the area is primarily residential (e.g., zoning map);
- Percentage of low- and moderate-income (LMI) persons that reside in the service area; and
- The data used for determining percentage of LMI persons.

#### **Limited clientele activities**

One (1) of the following types of documentation must be kept for each activity:

- Documentation showing that the activity is designed for and used by a segment of the population presumed by HUD to be principally low- and moderate-income; or
- Documentation showing the size and annual income of the family of each person receiving the benefit.

## **PROGRAM REGULATIONS**

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Complete CDBG Program Regulations are found at [24 CFR Part 570](#).

Income calculations to determine LMI clientele program eligibility are found at [24 CFR Part 5](#).

#### **Definitions and regulation subparts:**

- Activity eligibility: 24 CFR 570.201(e)
- Area benefit: 24 CFR 570.208 (a) (1)
- Limited clientele: 24 CFR 570.208 (a) (2)
- Majority (>51%) LMI clientele
- Presumed LMI clientele: 24 CFR 570.208(a)(2)(a)

#### **Eligible Project Activities**

CDBG regulations allow the use of grant funds for a wide range of public service activities. These activities include:

- Employment services (job training);
- Establishment, stabilization, and expansion of small businesses;
- Crime prevention and public safety;
- Child care;
- Drug abuse counseling and treatment;
- Health services;
- Education programs;
- Energy conservation;
- Public safety services
- Recreation programs;
- Services for senior citizens;
- Services for homeless persons
- Youth programming

Note: Paying the cost of operating and maintaining that portion of a facility in which the service is located is also considered to fall under the basic eligibility category of Public Services, even if such costs are the only contributions made by CDBG for those services.

Three (3) activity categories are prioritized by the City of Racine 2015-2019 Consolidated Plan. Examples of activities eligible under these categories include:

- a) Youth Services: Programs for young people (age 13 to 19) that may focus on recreation, counseling, mentoring, career exploration, and summer employment. The programs may take place in schools, community centers, private companies, nonprofit office space, or outdoors. Youth services can have a number of goals like: school dropout prevention, financial literacy, academic assistance, job

preparedness, or health improvement.

- b) Increase Job Skills & Employment Training: Job training and other employment services for LMI residents or presumed low-income clientele. Activities can include: job placement services, continuing education to enhance the employability of the individual, short-term job skills training, and subsidies to private-sector employers who hire and provide on-the-job training to eligible LMI individuals.
- c) Neighborhood Safety / Crime Prevention / Stability: Promotion of crime awareness and prevention, including crime prevention education. Providing for neighborhood stability in the form of homeownership. These programs include neighborhood watch programs, programs that decrease violence and vandalism, and homeowner/buyer education counseling/courses.

### **Ineligible Project Activities**

Per the CDBG regulations (24 CFR 570.207), funds awarded as part of this contract shall not be used to support or pay for the following:

- 1. The provision of “income payments”: Payments made to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage and/or utilities), or clothing.
  - However, such expenditures are eligible under the following conditions:
    - a. The income payments do not exceed three (3) consecutive months; and
    - b. The payments are made directly to the provider of such services on behalf of an individual or family.
- 2. Political activities.
- 3. General government expenses.

### **ELIGIBLE APPLICANTS**

The City requires all applicants are registered as a business entity with the State of Wisconsin and have a Federal Tax ID number. Additional requirements are stated below and based on the funds, for which an agency applies. A non-profit, public or government agency serving residents of the City of Racine may apply to use these funds for eligible activities.

### **REPORTING REQUIREMENTS**

In accordance with 24 CFR 570.503 (b)(2), the applicant will be required to submit Quarterly Progress Reports and maintain these records for six (6) years after the term of the agreement. This report includes information gathered from the public beneficiaries of these funds, which determines their income status for eligibility confirmation, as well as their racial and ethnic origin. In addition, the applicant will be required to report on approved performance measures, client financial and demographic information for the City’s Consolidated Annual Performance Evaluation Report (CAPER), and other required information as requested by the City to comply with the City’s reporting requirements.

## ANTICIPATED TIMELINES

The following anticipated timeline is subject to change, at the discretion of the City:

Due Date	Task
June 12, 2019	Notification of Funding Availability issued to known interested applicants, and posted on the City's website.
June 19, 2019	Application workshop for all <b>new applicants</b> at 2:00 p.m., City Hall, 730 Washington Ave., Racine, WI 53403, Room 303 (Third Floor).
June 21, 2019	Questions from prospective applicants are due via email/in writing no later than <b>4:30 p.m.</b>
June 26, 2019	The City's written response to each question submitted will be sent to all known prospective applicants for whom the City has a valid e-mail and/or postal address. The responses will also be posted on the City's Website
<b>July 9, 2019</b>	<b>Application submission deadline <u>no later than 4:00 pm.</u></b>
July 25, 2019	Members of the Community Development Community (CDC) hear applicant and staff presentations, evaluate applications, and make preliminary funding recommendations at the CDC meeting, 6:00 p.m., City Hall, 730 Washington Ave., Racine, WI 53403.
August 7, 2019	Members of the Common Council hear applicant and staff presentations, evaluate applications, and make final funding recommendations. 7:00 p.m., City Hall, 730 Washington Ave., Racine, WI 53403.
August –September, 2019	Award letters sent to agencies. Assumes HUD-issued funding agreement with the City of Racine.
January 1, 2019	Service begins. Program funds will not be officially allocated until a written agreement is signed. Beware of engaging in choice limiting actions by not having an Environmental Review conducted prior to physical work.

## APPLICATION EVALUATION APPLICATION AND CRITERIA

Racine City Development staff will review applications to ensure the minimum requirements are met. This review will include a threshold review to ensure applications specify and include the minimum criteria stated below. Projects must meet ALL four (4) criteria.

- 1) The activity must be eligible under HUD regulations (24 CFR 570.200-570.207) and applicable City requirements;
- 2) The activity must meet a HUD CDBG National Objective to benefit low to moderate income (LMI) persons; and
- 3) Addresses one (1) of the priorities identified by the Consolidated Plan which are youth opportunities, increase job skills/employment training, neighborhood safety/crime prevention/stability; and



- 4) If applicable, demonstrate a quantifiable increase in services provided with the funds requested. (First time applicants or applicants requesting an increase in funding will need to describe how the funds will be used for a new service or an expansion of an existing service.)

All applications that meet the minimum threshold will be presented to the CDC. Past performance is critical and the CDC will be provided information relating to the applicant's past performance under the CDBG program as applicable. The CDC will host public meetings for presentations from applicants, and will ask applicants questions regarding the proposed services.

Applications will also be evaluated on a competitive process according to, but not limited to, the following criteria:

- The conceptual soundness of the project;
- The financial feasibility of the project;
- Demonstrated ability to implement and administer the program;
- The applicant's ability to meet and maintain compliance with applicable federal, state, and/or local regulations, as identified.
- Value for the Money (cost per beneficiary);
- Demonstrable positive impact on the community made apparent through rational and accountable performance metrics.
- Engagement of "Section 3 Residents," including informing eligible beneficiaries of the benefits associated with self-certifying as a "Section 3 Resident"

## **REQUIRED MONITORING**

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Based on a Risk Assessment, the City may be required to conduct an on-site inspection by a City Representative, which may occur annually or every other year. This monitoring will include, but is not limited to, inspection of all records or other materials which the City deems pertinent to performance, compliance, or quality assurance in conjunction with the contract and program requirements.

## **UNACCEPTABLE SUBMITTALS**

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Applications submitted that are not responsive to the minimum requirements of the solicitation are unacceptable and shall not be considered. Unacceptable applications are those which are subject to at least one (1) of the following shortcomings:

1. Does not address the essential requirements of the NOFA.
2. Clearly demonstrates that the applicant does not understand and/or address the essential requirements of the NOFA.
3. The applicant would not be able to fully satisfy the requirements defined in the NOFA, or would be financially unable to provide the services in a timely manner.
4. Does not meet the deadline for submittal.
5. Does not contain the signed original.
6. Does not include the required original signed assurance document.
7. The applicant does not meet the qualifications listed under "Eligible Applicants".
8. Does not include all the information and documents required as part of the application

## CONTACT

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Matthew Rejc  
Manager of Neighborhood Services  
Division of Neighborhood Services  
730 Washington  
City Hall, Room 102  
Racine, WI 53403  
Phone: (262) 636-9197  
Email: [Matthew.Rejc@cityofracine.org](mailto:Matthew.Rejc@cityofracine.org)

Brendan Saunders  
Community Development Compliance Specialist  
Division of Neighborhood Services  
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Racine, WI 53403  
Phone: (262) 636-9197  
Email: [Brendan.Saunders@cityofracine.org](mailto:Brendan.Saunders@cityofracine.org)

## APPLICATION WORKSHOPS

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There are no mandatory trainings associated with this NOFA, however, one (1) application workshop will be conducted by City staff. The workshop will be held at the time and date indicated in the Anticipated Timelines section of this NOFA.

The location of the workshop is at City Hall, 730 W. Washington, Racine, WI 53403, Room 303 on **Wednesday, June 19, 2019, 2:00 PM.**

**Workshop attendance is highly encouraged for new applicants.** It is the Department's belief that attending the workshop will assist the organization in presenting the best possible request for funding. During the application workshop, City staff will give an overview of the application, the application process, and will also be available to answer questions. Please come prepared with the instruction/application packet and any questions that the organization may have related to the NOFA.

## QUESTIONS FROM APPLICANTS AND RESPONSE BY THE CITY

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Inquiries regarding the content of this NOFA must be submitted to the City in writing, no later than **Friday, June 21, 2019 at 4:30pm** and time indicated in the Anticipated Timelines section of the NOFA. Questions received after this date and time will not be answered. Questions may be submitted electronically or via U.S. mail to either contact person identified in the Contact Section of this NOFA. City will time- and date-stamp all questions received via U.S. mail.

The City will provide a written response to each question received, and, as applicable, will issue any resulting amendments to this NOFA no later than the date indicated in the Anticipated Timelines section of the NOFA. A response will be provided electronically via email to the applicant, and simultaneously to any other interested party who have provided the City with a valid email address. Responses will also be posted on the City's website.

## PROPOSAL FORMAT

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Applicants must utilize the "City of Racine CDBG Application" document to submit their proposals. No other application formats will be accepted. A complete CDBG Public Services application packet must include:

1. Signed Acknowledgement of Required Assurances
2. Complete CDBG Public Services Funding Application
3. 501C3 Certificate of Good Standing (Nonprofit applicants)
4. Board Resolution or Minutes documenting approval of the application.

## **SUBMITTAL DUE DATE AND INSTRUCTIONS FOR SUBMITTAL**

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To be eligible for consideration, the Community Development Block Grant - Public Services Application (refer to pages 16-32 of this document) and required attachments must be received by City of Racine, City Development, 730 Washington Ave., Rm 102, Racine, WI 53403 **no later than 4:00 p.m. on, July 9, 2019.** Applications postmarked prior to the deadline but not received by the City will be considered unresponsive and are ineligible for consideration.

Applications will be considered as submitted and the City will not contact the agency for corrections to the applications. Applicants are strongly encouraged to carefully review the instructions and anticipated timelines associated with this announcement.

Applicants must submit their application in hard copy, providing one (1) complete original with an original signature on the Acknowledgement of Required Assurances, including any requested documents and attachments. Applicants must use the forms provided. **Responses which do not contain the signed original with required attachments and the prescribed copies, including copies of all attachments, will be deemed unresponsive and will not receive further consideration.**

The application must be signed by a person authorized to bind the agency in a contract.

Covers and three-ring binders must not be used. When mailed, applicants are strongly encouraged to send information to the City using certified mail, return receipt requested. All applications must be received by the deadline.

Each page of the response must be numbered, and document footers must contain the name of the applicant organization.

## **OWNERSHIP OF MATERIAL**

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Responses, applications, and other materials submitted in response to this request become the property of the City, are documents of public record, and will not be returned. By submitting an application, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in the applications.

## **APPLICATION COSTS AND PAYMENT OF CONTINGENT FEES**

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The City is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation are the responsibility of the applicant, including travel costs to attend workshops, presentations, public meetings, and/or contract negotiation sessions.

In the event that the applicant's application was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting award.

## **ACCEPTANCE OF TERMS AND CONDITIONS**

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By submitting a response to this NOFA, the applicant acknowledges and accepts all terms and conditions of this request and all City and State regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the applicant's application will become part of the contract agreement. The applicant is bound by the terms of the application unless the City agrees that specific parts of the application are not part of the agreement. The City reserves the right to introduce different or additional terms and/or conditions during final contract negotiations. Applicants

will be required to enter into a formal written agreement with the City.

## **RIGHT TO REJECT OR NEGOTIATE**

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The City reserves the right to reject any or all applications, if such a rejection is in the City's best interest. This Notice of Funding Availability is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the City. The City may withdraw or modify this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the City reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the City reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this NOFA.

## **CONTRACT AWARD AND NOTIFICATION TO SELECTED APPLICANTS**

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Decisions regarding final contract awards for services solicited by this announcement will be made on or about August 7, 2019.

If the One-Year 2019 Action Plan meets HUD regulations, HUD will issue a funding agreement to the City. Once the funding agreement is received by the City, final awards will be made following completion of NEPA-level / HUD environmental reviews. After the environmental reviews are approved by City staff, a contract will be developed. Awarded contracts will become effective on the date signed by the Mayor or the appointed representative. CDBG funds will not be committed prior to the execution of an agreement with the City of Racine.

Applicant agencies must demonstrate access to sufficient non-CDBG financing to accomplish a national objective through the application, if necessary. The applicant must have non-federal financing secured if funds beyond the requested CDBG funds are needed to fulfill a national objective. Please attach evidence of financing with the other attachments in accordance with Question #22 of the application.

New applicant agencies must demonstrate financial sustainability sufficient to undertake the proposed activity, or must secure a fiscal agent with at least five years of federal grant experience if the applicant does not have at least five years of federal grant experience. A nonprofit fiscal agent can offer numerous services as part of the arrangement. At minimum, the fiscal sponsor must retain supervision and management of funds in accordance with 2 CFR 200; ensure timely submission of reimbursement invoices and project updates; keep records proving that funds are used for tax-exempt purposes within applicant's mission and project proposal; and ensure that funds are used in accordance with all local, state and federal regulations.

## **EXPECTED TERM OF RESULTING AGREEMENT**

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The initial contract period shall be for 18 months. At the discretion of the City (and informed by availability of Federal funding), the period of performance may be extended for the CDBG – Public Service contracts. Extending or renewing contracts will also be based on the contractor's performance.

## **RIGHT TO APPEAL**

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Applicants whose applications are not selected have the right to appeal the decision of the City, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the City's shall be final.

An aggrieved applicant may, within seven (7) business days after the selection of prospective eligible projects, appeal in writing to the Director of City Development or their designee. The appeal must state all facts and arguments upon which the appeal is based. The City Development Director, or the appointed Designee, will review the content of the City's solicitation document (NOFA), the applicant's application, and the facts which form the basis for the appeal. The Director, or the appointed Designee, will render a written decision within thirty (30) business days of the receipt of the appeal.

## **CANCELLATION OF APPLICATION**

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The City reserves the right, with or without cause, to cancel any contract resulting from this NOFA with a thirty (30) calendar day written notice sent by certified mail, return receipt requested, to the applicant's address of record, as indicated on the applicant's application to this NOFA (or last known address on file).

## **NOTIFICATION OF REQUIRED ASSURANCES**

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Applicants who are awarded a contract agree to provide services in accordance with the requirement of the contract, and with the statutes, regulations, requirements, and policies identified below, including but not limited to:

**FFATA**: The City will require agencies that are awarded CDBG funds to comply with the new Federal Funding Accountability and Transparency Act (\*FFATA). FFATA requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards.

\*For further information on FFATA visit <http://www.USASpending.gov>

**Prime Awardee**: As a "prime awardee" of CDBG federal funds the City is responsible to input information into the Federal Funding Accountability and Transparency Act Sub-award Reporting System (FSRS) regarding "sub-awardees/sub-recipients" that are awarded CDBG funds. In order to comply with FFATA, the key data elements that the City will collect from agencies that are awarded CDBG includes (this list is not necessarily all inclusive):

- The "sub-awardees" nine (9)-digit Data Universal Numbering Systems (DUNS) number;
- The name of the "sub-awardees" organization;
- The "doing business as" (DBA) name of the "sub-awardees" organization, if applicable;
- Addresses where the sub-awardees" organization is located;
- "Sub-awardees" parent DUNS number, if applicable
- "Sub-awardees" principal place of performance (primary site where the work will be performed); and
- Sub-awardees" names and compensation of highly compensated officers if:
  - Q1. In your business or organization's previous fiscal year, your business or organization (including parent organization, all branches, and all affiliates worldwide) received:
    - (a) Eighty percent (80%) or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements;
    - AND
    - (b) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements.If not, Q2 is not applicable. If yes, you will be required to respond Q2.
  - Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under Section 13 (a) or 15 (d)

of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o (d)) or section 6104 of the Internal Revenue Code of 1986?

If awarded funds, these data elements will be inputted into FSRs by the City. The public will have access to this information on <http://www.USASpending.gov>.

**Conflict of Interest:** The Applicant covenants that no person who presently exercises any functions or responsibilities in connection with the City of Racine's Community Development Block Grant (CDBG) program has any personal financial interest, direct or indirect, in this Agreement. The Applicant further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/application, no person having any conflicting interest will be employed. Any interest on the part of the Applicant or its employees must be disclosed to the City.

No officer, employee, or agent of the Applicant shall participate in the selection, award, or administration of activity funded in whole or in part with CDBG funds if a conflict of interest, real or apparent, would exist, nor shall their families, or those with whom they have business ties, so benefit.

**Changes to Scope:** For agencies that are funded with CDBG funds, if any changes are made to the scope, location, and/or beneficiaries of the program, the agency will be responsible for any costs associated with public notices placed in the Racine Journal Times the City's legal paper of record, notifying the public of the programmatic change.

**Environmental Review:** All projects will need to have an environmental review completed in accordance with the National Environmental Protection Act (NEPA). The scope of the environmental review will depend on the nature and size of the project. If the project requires an environmental assessment (EA) level review as defined in HUD regulations, the City may need to incur costs related to the completion of the EA. If this is the case, the cost will be passed on to the applicants a project cost. Once the funding application is received, the applicant cannot take any choice limiting actions until the EA is complete. Choice limiting actions include the acquisition of property, beginning construction activities, signing binding contracts, etc. If a choice limiting action is taken without the EA being completed, it will disqualify the project for federal funding.

**Choice Limiting Actions:** HUD only allows the use of purchase and sale contracts conditioned on completion of the environmental review for the purchase of existing one to four single family units. Conditional purchase contracts cannot be used for any other acquisition project (i.e. multi-family housing projects with more than four units). The responsible entity or applicant may enter into a purchase option on these projects if the option agreement meets the standards of Part 58.22(d). (Applicants will need to work with City staff to ensure that the option agreement meets the requirements of Part 58.22(d)).

Regulations at 24 CFR Part 58.22 make it clear that a recipient, any participant in the development process (including public or private nonprofit or for profit entities) or any of their contractors may not commit HUD or non-HUD funds on a project until the environmental review process has been completed and the Request of Release of Funds and related certification have been approved, if needed.

*The City may request applicants submit a Phase I environmental, or other related studies, if applicable.*

*CDBG Public Services are generally categorically excluded under the NEPA. However, this determination must be made on a case by case basis prior to projects proceeding.*

**Equal Employment Opportunity:** This law prohibits discrimination against any employee or application for employment because of race, color, religion, sex, or national origin. Provisions to effectuate this prohibition must be included in all construction contracts. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color or national origin.

**Section 3 Requirements:** For all contracts exceeding \$100,000 Section 3 requires that, to the greatest extent feasible, opportunities for training and employment arising from the project will be provided to low income persons residing in the program service area. To the greatest extent feasible contracts for work to be performed in connection with the contractor will be awarded to business concerns that are located in or owned by person residing in the program service area. A Section 3 plan for the project will be required to be completed prior to the start of construction and a Section 3 clause will need to be included in any construction contracts.

**All agencies receiving funding will be required to inform LMI clientele of the benefits afforded to them through HUD's and the City of Racine's Section 3 Programs.**

**MBE/WBE :** Developers of federally funded housing projects *must adopt* procedures to establish and oversee a minority outreach program to ensure, to the maximum extent possible, that minorities and women, and businesses owned by minorities and women (MBE/WBE's) are offered contracts. Applicants will need to include an outreach plan and include MBE/WBE provisions in all construction contracts.

**Handicapped Accessibility:** All projects must comply with the following federal accessibility laws:

- A. Americans with Disabilities Act.
- B. Fair Housing Act.
- C. Section 504.

**Financial Management:** The applicant agrees to comply with the City and Federal audit requirements contained in the Office of Management and Budget Super Circular 2 CFR 200 which requires that non-profit organizations expending \$750,000 or more in federal funds in a fiscal year must secure an audit.

**Other Federal Requirements:** Recipients of CDBG funding will be required to comply with all federal laws and requirements including all OMB circulars and other federal requirements not listed in these instructions. These requirements will be spelled out in the written agreement between the City and applicant. Further information is available on request.

## **CITY REQUIREMENTS**

Compliance with the policies of the City of Racine, WI.

Purchase of comprehensive liability insurance and bonding, as required by the City.

Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.

Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults.

Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.

Maintaining program and financial records for audit review and providing access to documentation upon request by the City.

Submission of program and financial reports, as required by the City.



## **ACKNOWLEDGEMENT OF REQUIRED ASSURANCES**

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**This page must be signed and submitted with the application.** Applications which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration.

By submitting the accompanying application and by my signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and with the regulations, requirements, and policies identified below, including but not limited to:

- City of Racine, WI Section 3 Implementation Plan
- [Chapter 7: Public Services of Basically CDBG](#)
- Compliance with the requirements of the [Americans with Disabilities Act Accessibility Guidelines](#);
- Completion of an environmental review, subject to the requirements of the [National Environmental Policy Act \(NEPA\)](#);
- [Contract Work Hours and Safety Standards Act \(CWHSSA\)](#);
- [Equal Employment Opportunity Act](#);
- [Minority and Women's Business Enterprise \(MBE/WBE\)](#);
- [Lead Based Paint](#);
- [Title VI of the Civil Rights Act of 1964](#), as amended;
- [The Fair Housing Act](#);
- [Equal Opportunity in Housing Act](#);
- [Age Discrimination Act](#);
- [Americans with Disabilities Act](#);
- [Section 504 of the Rehabilitation Act](#);
- [Federal Funding Accountability and Transparency Act \(FFATA\)](#);
- [Compliance with Office of Management and Budget \(OMB\) Super Circular 2 CFR Part 200](#) (as appropriate);
- Compliance with policies of City of Racine, WI;
- Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.
- Purchase of comprehensive liability insurance and bonding, as required by the City;
- Completion of an annual financial audit, and/or as applicable, providing the City with a copy of the organization's audited financial statement;
- Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults;
- Maintaining program and financial records for audit review, and providing access to documentation upon request by the City;
- Submission of program and financial reports, as required by the City;
- Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.
- Certification that the firm is not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy; and provide any pending or known legal actions against the company.

- Certification that, in the past seven (7) years, the organization has not had any bankruptcy proceedings initiated against the Contractor (whether or not closed) and that there are no bankruptcy proceedings pending by or against the Contractor regardless of the date of filing;
- All pending or known litigation/court action(s) have been disclosed in the application.
- Certification that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/application, no person having any conflicting interest will be employed.

**Application Approval and Signature: The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.**

[Click here to enter text.](#)

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Printed Name and Title

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Signature

[Click here to enter text.](#)

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Agency

[Click here to enter text.](#)

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Date

**CITY OF RACINE, WI**  
**2019 COMMUNITY DEVELOPMENT BLOCK GRANT – PUBLIC SERVICES**  
**GRANT APPLICATION**

**Important Note:** Elaborate answers for the purposes of this application are not required. **Concise responses for most narrative questions will suffice as long as they convey the appropriate information.** Be sure to complete the entire application, including the required budget forms, and **DO NOT FORGET TO INCLUDE THE SIGNED ACKNOWLEDGEMENT OF REQUIRED ASSURANCES FORM WITH THIS APPLICATION.**

Entities submitting applications to the City of Racine, WI with altered or deleted questions presented in this application or with deliberately deceptive responses will be considered to be fraudulent and denied CDBG funding, and may face civil and/or criminal penalties.

To ensure an equitable allocation process the following criteria must be met for all applications to be considered for funding. Applications will be screened for the following:

- ☐ Application is submitted by deadline.
- ☐ Application is complete, all questions have been answered.
- ☐ No questions have been deleted or changed.
- ☐ All documents requested have been provided.
- ☐ One (1) original properly marked and provided.
- ☐ Application packet and information is not bound in a folder or binder.

The following list of documents must include one (1) complete original, including additional documents and attachments as requested:

- ☐ Acknowledgement of Required Assurances - Signed
- ☐ Section A Organizational Information – See Question #24
- ☐ Section B Summary of Services
- ☐ Section C Clients Served
- ☐ Section D Outcomes
- ☐ Section E Fiscal Management
- ☐ Section F Personnel
- ☐ Section G Budget Forms

Applicants applying for CDBG Public Service funds must answer the following questions and/or provide the requested information in response to this NOFA. Please be sure to complete the entire application, including the required budget forms.

**A. Organizational Information**

1. Organization Legal Name:
2. Physical Street Address (include City and Zip Code): If the organization also has a separate office location within Racine City, please provide information for both the primary and Racine City office locations
3. Mailing Address (include City and Zip Code):
4. Main Business Phone Number:
5. Business Office Hours:

6. Executive Officer Name:		Phone Number:
		Email Address:
7. Primary Contact Person:		Title:
		Phone Number:
		Email Address:
8. Fiscal Contact Person:	Title:	
	Phone Number:	
	Email Address:	
9. Type of Organization:		
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	
<input type="checkbox"/> Private/Non-Profit	<input type="checkbox"/> Corporation	
<input type="checkbox"/> Other (specify)		
10. Federal Tax ID No.:		
11. DUNS Number(s)		
<p>Federal Funding Accountability and Transparency Act (FFATA) Reporting System requirements:</p> <p>If awarded funds, the responses to the following two questions will be input into the Federal Sub-award Reporting System (FSRS) by City staff and the public will have access to this information on line at <a href="http://www.USASpending.gov">http://www.USASpending.gov</a>.</p>		
<p>12. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive:</p> <p>a) Eighty percent (80%) or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, sub-grants, and/or cooperative agreements; AND</p> <p>b) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?</p> <p><input type="checkbox"/> Yes. You are <b>required</b> to respond to Questions #13 and #14.</p> <p><input type="checkbox"/> No. Questions #13 and #14 are not applicable, proceed to Question #15.</p>		
<p>13. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under Section 13 (a) or 15 (d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 780 (d)) or Section 6104 of the Internal Revenue Code of 1986?</p>		

<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p><b>Required only if your response to Question 13 is YES.</b> Provide Name(s) and Compensations of all highly compensated officers in your organization (including parent organization, all branches, and all affiliates worldwide).</p>		
Last Name	Middle Initial	2017 Salary/Compensation \$
Last Name	Title	
14.		\$
15. CCR Number (cage code)		
16. How long has the organization been in operation in Racine?		
17. Has the organization operated under another name? <input type="checkbox"/> No/Not Applicable <input type="checkbox"/> Yes If "Yes", please provide the previous organization's name(s):		
18. Name of Program to be funded:		
19. Program Funding Amount Requested: \$ <b>(Request must be \$20,000 or greater)</b>		
20. Program Funding Amount Received Last Cycle (indicate period of funding): \$		
21. Site Address from which services will be delivered (provide separate sheet if multiple addresses):		
22. Are other funds besides CDBG required to meet a national objective? (If so, please attach award letters) Yes/No:		
23. City/State/Zip for above Site Address:		
24. Application/Preparer's Contact Name:		
25. Application/Preparer's Contact Phone Number:		
26. Application/Preparer's Contact Email Address:		
27. Provide one (1) complete original/copy of the following documents, as applicable: <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> New applicants and applicants with updates since the last NOFA, please include by-laws</li> <li>b. <input type="checkbox"/> Recorded Articles of Incorporation</li> <li>c. <input type="checkbox"/> Demonstrate that the organization has an actively engaged Board of Directors that provides oversight into the organization (include minutes from the past three (3) Board of Directors meetings)</li> <li>d. <input type="checkbox"/> List of the Board of Directors including name, occupation, or affiliation, principle officers of the governing board. Applicants may also voluntarily provide information related to diversity. Failure to provide diversity information will not adversely impact the scoring of the response.</li> <li>e. <input type="checkbox"/> Internal Revenue Service (IRS) tax-exempt determination letter</li> <li>f. <input type="checkbox"/> A copy of the organization's most recent financial audit or if an audit has not been completed, reviewed financial statements by an outside third party</li> <li>g. <input type="checkbox"/> A copy of the organization's most recent monthly balance sheet and income statement</li> <li>h. <input type="checkbox"/> Organization chart</li> <li>i. <input type="checkbox"/> Organization mission and vision statements</li> <li>j. <input type="checkbox"/> The strategic plan for the organization</li> <li>k. <input type="checkbox"/> Provide any recent (within the last twenty four (24) months) site visit or program review reports received from monitoring entities (i.e. United Way, local or state government)</li> </ul>		

## **B. Summary of Services**

- 1) Provide a short, one (1), or two (2) sentence description of this program. (E.g. A program that intends to build job skills through computer education) Identify which of the funding priorities set by the Community Development Committee the program addresses (see pages 3 and 5 for funding priorities).**

[Click here to enter text.](#)

- 2) Provide a detailed description of the program and explain how the program serves your target population and how it meets the purpose. Explain the need your program addresses, citing demographics, statistics, and other information.**

[Click here to enter text.](#)

- 3) Describe the impact to the community if this program did not exist.**

[Click here to enter text.](#)

- 4) Thoroughly describe up to two existing partnerships that benefit your clients or program needs. Include the degree to which resources and or activities are shared. Do not include those partnerships that involve only referrals between programs.**

[Click here to enter text.](#)

- 5) Identify the specific geographic area you intend to serve. What makes the program unique? Please include your method for ensuring that eligible Racine residents will benefit from this funding.**

[Click here to enter text.](#)

- 6) Describe how your organization addresses transportation or language barriers for individuals that might wish to participate in your program.**

[Click here to enter text.](#)

- 7) Please describe how funds will be used for a new service or an expansion of an existing service.**

[Click here to enter text.](#)

- 8) Please describe how the project will engage Section 3 Resident and Business Concerns to the greatest extent feasible. Note(s): Applicants are strongly encouraged to begin and document Section 3 outreach and compliance efforts in the earliest phases of project conceptualization. Applicants are encouraged to be detailed (provide attachments as necessary), innovative, and demonstrate a commitment to Section 3 in their response to this question.**

## C. Clients Served

- 1) Describe the clientele whom you intend to serve. Explain how the target population is selected, qualified for services and monitored.

[Click here to enter text.](#)

- 2) How many unduplicated Racine clients will be served by the program with the requested funds? If funded, this is the number of clients that will be contracted for and will be adjusted based on the amount funded.

[Click here to enter text.](#)

- 3) Describe how your program determines cost per client served or unit cost of service. Have your costs increased, decreased, or remained constant over the previous twenty-four (24) months? What factors may have lead to these changes, if any?

[Click here to enter text.](#)

- 4) Describe how your program reaches out to, and addresses, the needs of persons with disabilities; persons with limited English capabilities; and persons of cultural/ethnic minority.

[Click here to enter text.](#)

- 5) In order to meet HUD's national objective, please select one (1) of the two (2) national objectives listed below.

☐ Area Benefit

☐ Limited Clientele

**For Area Benefit please list the service area boundaries, including census tract(s) and block group(s), and the percentage (%) of low/mod residents. (Please speak with City staff before selecting Area Benefit.) Please also indicate if your services will be offered within the NRSA. (Attachment A)**

[Click here to enter text.](#)

**For Limited Clientele please select one of the two boxes below:**

☐ Presumed low/mod income (Indicate appropriate category below):

<input type="checkbox"/>	Elderly	<input type="checkbox"/>	Severely Disabled Adults
<input type="checkbox"/>	Battered Spouses	<input type="checkbox"/>	Abused Children
<input type="checkbox"/>	Homeless	<input type="checkbox"/>	Individuals Living with AIDS
<input type="checkbox"/>	Illiterate Adults	<input type="checkbox"/>	Migrant Farm Workers

☐ Income Documentation:

**All agencies must describe how the program ensures that services will be used predominantly by low/moderate income clients by detailing how income information is collected on all program clients. Please include the percentage of clients who are low/moderate income. Provide a copy of current client form that shows how client income is obtained and documented.**

[Click here to enter text.](#)



## D. Outcomes

- 1) Describe your experience with program evaluation, including how the program evaluates services and the impact it has on clients.

[Click here to enter text.](#)

- 2) Describe the measureable outcome(s) that your clients will achieve after receiving your services.

[Click here to enter text.](#)

- 3) Describe the process including resources, activities, and outputs. What data and indicators are used to determine that clients have achieved the desired outcome?

[Click here to enter text.](#)

- 4) How many unduplicated Racine clients have been served by the program in each of the calendar years below?

Year	Number of Clients Served
2019 - Projected	
2018	
2017	
2016	

## E. Fiscal Management

- 1) It is possible that the City may not be able to fund your program application fully. Recognizing that, please list the various aspects of your program in the priority order you want them funded and the amount required for each aspect.

	Describe Priority	\$ Amount
Priority #1	Full Funding	Full Funding
Priority #2	Click here to enter text.	Click here to enter text.
Priority #3	Click here to enter text.	Click here to enter text.
Priority #4	Click here to enter text.	Click here to enter text.

- 2) If the program services operating budget were increased or decreased by ten percent (10%), what specific program services would be correspondingly increased or reduced and what would the impact be on the services in the community?

Click here to enter text.

- 3) Please describe how the organization will assure the proper use and safeguarding of public funds. Does your organization have policy and procedures regarding the financial operations of the organization? Have recent reviews or audits of the organization by a certified public accountant or other financial professional identified any weaknesses in the organization's financial internal controls? If so, please provide the written report identifying the weaknesses and describe how the organization has responded to the report.

Click here to enter text.

- 4) Please describe your organization's current financial condition and outlook for sustainability. If the organization is facing financial challenges, describe what steps are being taken to strengthen the organization's financial condition.

Click here to enter text.

- 5) Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

Click here to enter text.

- 6) Has your organization (either under this name or other names this organization has done business as) been in any form of bankruptcy at any time during the last seven years? If "yes," please attach a copy of the bankruptcy petition, showing the case name, number, court, initial filing date, applicable Bankruptcy Code (chapters), and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case if no discharge order was issued. If your organization has operated under other names, please list those with the years of operation.

Click here to enter text.

- 7) In the past seven (7) years, have any bankruptcy proceedings been initiated by or against the organization (whether or not closed) or is any bankruptcy proceeding pending by or against the organization regardless of the date of filing?**

[Click here to enter text.](#)

#### **BUDGET NARRATIVE OR ATTACHED SPREADSHEETS**

- 8) Describe in detail all separate sources of revenue included on the estimated spending plan and revenue summary form. Please indicate how amounts were derived, the methodology, and include the calculation formula for the amount of each source, as applicable. Further, please describe the extent of how funds requested will be leveraged with other resources, funding, or in-kind match.**

[Click here to enter text.](#)

- 9) Describe in detail how the amounts of the expenditures listed on line items were developed. Please include methodology on how amounts were derived, as applicable.**

[Click here to enter text.](#)

## **F. Personnel**

- 1) Identify all positions involved in the operation of the program and whether they are full or part-time. If less than forty (40) hours per week indicate estimated total weekly hours to be spent on this program.**

[Click here to enter text.](#)

- 2) Who will be responsible for the overall operation of the program and what are their qualifications? Please include the name and position titles.**

[Click here to enter text.](#)

- 3) Describe your process for ensuring your staff has the necessary background checks and certification/license required to provide services.**

[Click here to enter text.](#)

## **G. BUDGET FORMS**

### **BUDGET PREPARATION INSTRUCTIONS**

#### **ESTIMATED SPENDING PLAN AND REVENUE SUMMARY FORM**

Please include all estimated spending and revenue for only the program requesting funds from CDBG. The form is to be completed based on the accrual method and figures rounded to the nearest dollar.

#### **SALARIES AND WAGES DETAIL FORM**

Identify personnel involved in the operation of your program by position title, Full Time Equivalent (F.T.E) for current program only, total hours worked per week, and rate per hour (indicate range where applicable). Example: if a staff works forty (40) hours per week and only twenty (20) of those hours are for the program, this represents point five (.5) or fifty percent (50%) of one (1) F.T.E. If you are including multiple positions on one (1) line item, add the combined F.T.E's together. Using two (2) employees of the same example above, even though they are two (2) employees their F.T.E would equal one (1) F.T.E. Exclude staff who are included within the agency indirect cost rate or shared/administrative/indirect cost plan.

Indicate the fund source which pays for each person's salary. The form is to be completed based on the accrual method and figures rounded to the nearest dollar. The Grand Total line on this form should match the Salaries & Wages line item on the Estimated Spending Plan and Revenue Summary Form.

#### **ESTIMATED EXPENDITURE NARRATIVE FORM**

Describe in detail your line item expenditures. For example, if your spending plan states that you anticipate spending \$6,000 for professional services, please identify what professional services you plan to purchase for the \$6,000 and how that services enhances or supplements the program.

#### **ESTIMATED REVENUE NARRATIVE FORM**

Describe in detail all separate sources of revenue included on the estimated spending plan and revenue summary form. "Origin of Revenue" would be the place or organization the revenue comes from. "Source of Revenue" is the type of organization the revenue comes from. Example: If you are expecting a grant from the Wisconsin Economic Development Corporation for \$1 million, then the "Origin of Revenue" would be the Wisconsin Economic Development Corporation and the "Source of Revenue" is State funds. For "Basis of Calculation" include the calculation formula or the process you used to estimate the amount of each source.

#### **\*\* FINAL SPENDING PLAN AND REVENUE SUMMARY**

Please note that a final spending plan and revenue summary form will be required of all finalists when final project allocations are made by the City of Racine.

**City of Racine, WI - CDBG PUBLIC SERVICES**  
**ESTIMATED SPENDING PLAN & REVENUE SUMMARY FORM**  
(Double-click on the spreadsheet to complete with Excel)

Object	Description	COUNTY FUNDS	OTHER FUNDS					TOTAL ALL FUNDS
		*CDBG Funds Requested	Program Income	In-Kind	Donations	Federal	Other (identify Source):	
11	Salaries & Wages							\$0.00
20	Personnel Benefits							\$0.00
31	Office & Operating Supplies							\$0.00
35	Small Tools/Minor Equipment							\$0.00
41	Professional Services							\$0.00
42	Communications							\$0.00
43	Travel & Training							\$0.00
45	Rentals							\$0.00
46	Insurance							\$0.00
47	Public Utilities							\$0.00
48	Repairs and Maintenance							\$0.00
64	Machinery & Equipment							\$0.00
	Other (explain in budget narrative)							\$0.00
	<b>*GRAND TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\*Total Funds Requested for CDBG must be at least \$20,000 or greater.

**Note:** See Explanation of Descriptions on next page

### Explanations of line item Descriptions

Salaries & Wages	Amounts paid for personal services rendered by employees in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This category also includes overtime, hazardous duty or other compensation construed to be salaries and wages. <b><i>This is straight salary amounts only.</i></b>
Personnel Benefits	Those benefits paid by the employer as part of the conditions of current or past employment. Examples of this include, employer paid required payroll taxes such as social security, Medicare, unemployment insurance, and labor and industries insurance, as well as, employer paid hourly equivalent of holiday, vacation, medical insurance, and other benefits provided to employees. Employer paid benefits will need to be detailed out on the first payment submitted.
Office & Operating Supplies	This is a basic classification of expenditures for articles and commodities purchased for consumption or resale. Example includes: Office Supplies, Forms, Cleaning Supplies, Clothing, Food, and Publications. These are items purchased and used for the contracted program.
Small Tools/Minor Equipment	Example of expenses include: printers, calculators, and screw drivers. Not to exceed \$50 per item.
Professional Services	Amounts paid for Professional Services provided by governments or private business organizations. This should only include expenses that constitute a direct cost of the activity for the contracted program services. Example of expenses include: Accounting and Auditing, Advertising, Engineering and Architectural, Computer Programming, Medical, Management Consulting, Legal, and Custodial Cleaning, and other contracted services required to deliver program services.
Communications	Example of expenses include: Program proportional share of telephone, postage, and internet, facsimile.
Travel & Training	Example of expenses include: Program proportional share of lodging, meals, mileage, and training courses directly related to contracted program services.
Rentals	Program proportional share of amounts paid on rental or lease contracts for the use of land, building, or equipment.
Insurance	Example of expenses include: Program proportional share of fire, theft, liability, bonds, or other casualty insurance premiums.
Public Utilities	Example of expenses include: Program proportional share of gas, water, sewer, electricity, waste disposal, and cable TV.
Repairs and Maintenance	Non-CDBG eligible expense. Contracted (external) labor and supplies furnished by the contractors. Examples include: Buildings, Improvements, Structures, and Equipment.
Machinery & Equipment	Non-CDBG eligible expense. Example of expenses include: Communications, Transportation, Janitorial, Office Furniture and Equipment, Heavy Duty Work Equipment, Computer Software, Computer Hardware, and Artwork.

(Double-click on the spreadsheet to complete with Excel)

City of Racine, WI



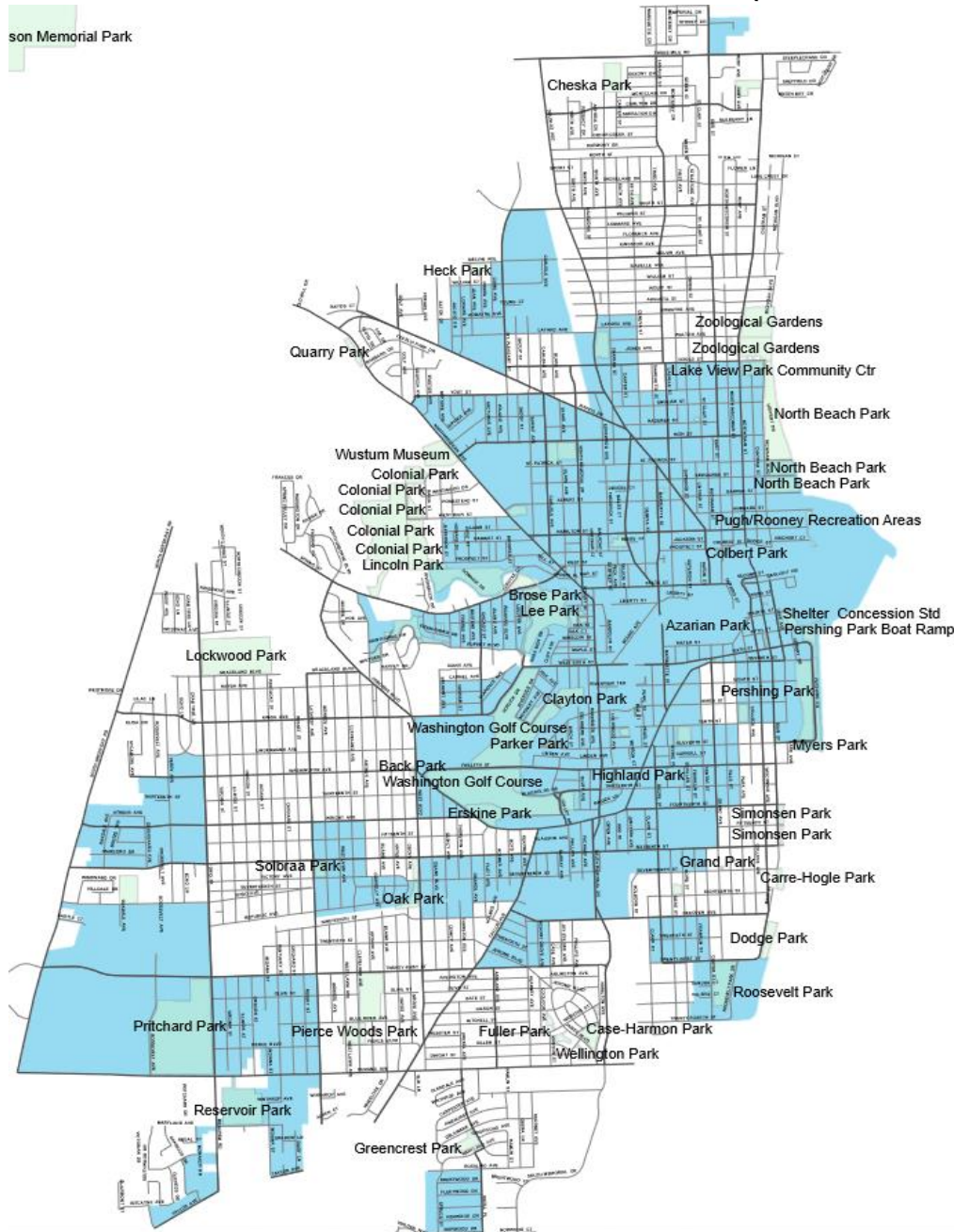
**CDBG PUBLIC SERVICES  
ESTIMATED EXPENDITURE NARRATIVE**

Line Item Description:	Basis of Calculation:
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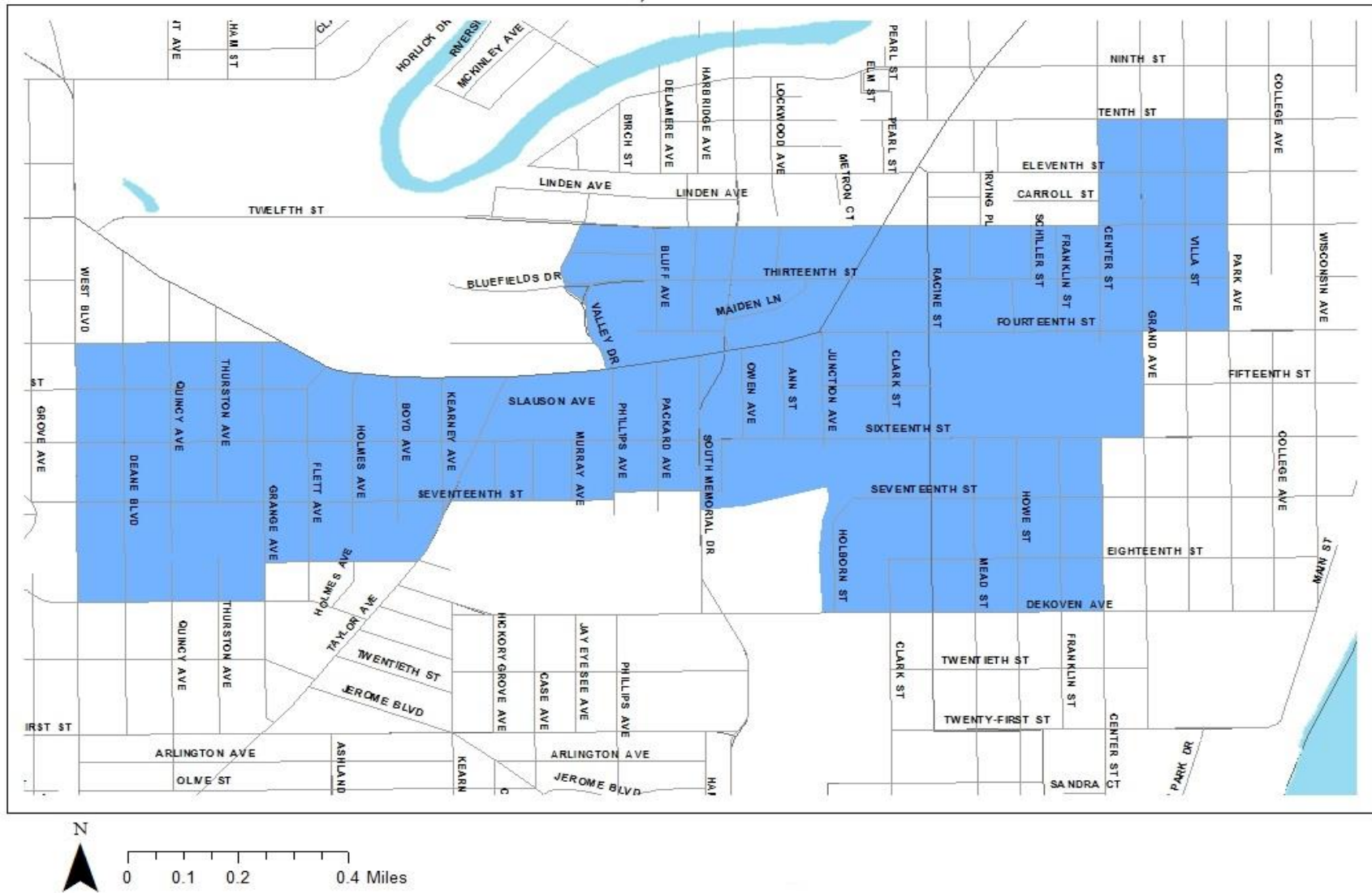
**CDBG PUBLIC SERVICES  
ESTIMATED REVENUE NARRATIVE**

Origin of Revenue	Source of Revenue (Federal, State, or Private)	Amount of Estimated Revenue	Basis of Calculation:
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<b>Grand Total</b>		Click here to enter text.	

# ATTACHMENT A: CITY OF RACINE LMI BLOCK GROUPS (AREAS IN BLUE ARE LMI BLOCK GROUPS)



# Neighborhood Revitalization Strategy Area (NRSA) Racine, Wisconsin



## ATTACHMENT B: CITY OF RACINE APPLICATION RATING SYSTEM

Minimum Qualifications – If all application requirements and conditions are not met, application is disqualified: Must be typed, complete, on time, and meet a national objective.

Criteria to Earn Points	Total Possible	Points Earned
Activity Need/Justification: 20 Pts awarded if activity is demonstrated as a high need and an Annual Action Plan and Con Plan priority item, 10 Pts if a high need but not Con Plan priority, 5 Pts if general community need, 0 Pts if no relevant comm. need	20	
Cost Reasonableness & Effectiveness: Up to 15 Pts awarded for cost-reasonable activities which have a low cost incurred per unit served and achieve effective results with sparse funding. Sliding scale, 0-15 Pts possible.	15	
Activity Management & Implementation: Up to 15 Pts awarded for demonstrated ability to effectively manage and implement activity within parameters of the agreement. Applicants show consistent or increasing outcomes as appropriate for the services provided and population served. Sliding scale, 0-15 Pts possible.	15	
Experience & Past Performance: Awarded for those with experience and prior positive monitoring. 25 Pts for those with experience, qualified staff and prior excellent monitoring (or proof of such with another funding source), 15 Pts for those with experience, qualified staff and adequate monitoring (or proof of other), 10 Pts for experience, qualified staff and corrected monitoring issues (and now in compliance and good standing) and 0 Pts for no experience or existing monitoring /compliance issues	25	
Collaboration: 10 Pts awarded for activities that are carried out through formal (documented through contracts/agreements) collaboration, 5 Pts for activities that have demonstrated collaboration but not under a formal contract with other agencies, 0 pts for no collaboration	10	
Matching Contribution: Up to 10 Pts awarded based on ratio of matching funds to the grant funds requested: 10 Pts for 10:1 or more, 8 Pts for 5:1, 5 Pts for 1:1, 2 Pts for ¾:1 and 0 points for a lower ratio	10	
Application Completeness: 5 Pts earned for applications with all concise descriptions and backup information, professional writing and accurate math. 1 points deducted for each piece of missing documentation or application error.	5	
Total Points Earned	100	