2013
Community Development Block Grant Application

City of Beloit
Community Development Department

Application Deadline:

A completed application, **plus nine copies,** must be submitted to the Community Development Department, Third Floor of City Hall, 100 State Street, Beloit, WI 53511 by **5:00 PM on August 17, 2012**. Proposals may be hand delivered or sent by mail. Proposals sent by mail must be postmarked no later than August 17, 2012.

Funds may only be used for City of Beloit residents, <u>not</u> Town of Beloit or Town of Turtle residents.

If you have questions about the application or the CDBG process, please call Teri Downing in the Community Development Department at 364-6705.

NOTE: The first page of your application should be page 4, titled "General Applicant and Project Information." Please do NOT include the cover page, this Application Deadline page, the Introduction page, or the Schedule with your application.

Introduction

Purpose of the Community Development Block Grant Program: Provide cities with funds to help meet the needs of low- and moderate-income residents and eliminate slums and blight.

2013 Funding Priorities: The Community Development Authority has established a goal of only funding Public Service programs which help stabilize neighborhoods by keeping people in their homes, with priority given to innovative evidence based homeless assistance programs, foreclosure prevention, credit counseling, financial counseling, and utility assistance.

CDBG Process: Each year the City of Beloit invites interested community groups and agencies to submit proposals for funding based on their program goals. Legal non-profit agencies (501(c)(3)) or municipal agencies are eligible to apply.

The Community Development Authority (CDA) will hold a special meeting to hear presentations from all applicants and ask questions. During the following regularly scheduled CDA meeting, the CDA will discuss the CDBG budget and recommend specific funding levels for each proposal. The proposed budget is then available for public comment for 30 days prior to final consideration by the City Council. A public hearing will be held during the 30 day public review period to give citizens and others an opportunity to provide input on the budget. The process takes several weeks, beginning in late July and ending in November.

The funds may not be available until the third quarter of the following year. Throughout the program year, the Community Development Department works closely with grantees to monitor their progress and compliance with federal regulations. If you are not sure if your program is eligible for funding, please check with the Community Development Department. **Funds may only be used to assist City of Beloit residents, <u>not</u> Town of Beloit or Town of Turtle residents.**

Your Responsibilities as a CDBG Subgrantee

All CDBG recipients are responsible for maintaining accurate records of all expenditures, certifying that programs are reaching the target population, and performing annual audits of all financial records. **CDBG recipients must verify and document City of Beloit residency and U.S. legal status of all beneficiaries.** Recipients are also responsible for completing quarterly reports and submitting them to the City of Beloit, Community Development Department. Staff is available to assist you and will work with your organization to help you achieve success in your program.

Schedule of CDBG Budget Process

The following is a schedule of the meetings where action or discussion regarding the 2013 CDBG budget will take place. It is suggested that you contact the Community Development Department approximately a week in advance of a meeting you plan to attend to verify the time and location (364-6705).

July 16, 2012	Public hearing during the City Council meeting in City Hall Forum to identify housing, homeless, public housing and community development needs. Applicants are **not** required to attend this meeting.
July 17, 2012	CDBG applications are available.
August 17, 2012	**Application Deadline:** Applications must be received by the Community Development Department by 5:00 PM or postmarked no later than August 17, 2012.
August 27-30, 2012	Each applicant is required to give a presentation to the Community Development Authority.
September 26, 2012	The Community Development Authority will meet to discuss proposed projects and make their recommendation (Annual Plan.)
Oct 1 – Oct 31, 2012	30-day public comment period on 2013 Annual Action Plan and the proposed budget. The proposed CDBG budget is published in the Beloit Daily News.
October 2012	The Community Development Authority recommendations are submitted to the City Council.
October 15, 2012	A public hearing will be held during a regular City Council meeting. Citizens can offer input. (Always 2nd Meeting in Oct.)
November 5, 2012	City Council approves the final CDBG budget along with the 2013 Annual Action Plan.
November 15, 2012	Community Development staff submits the Consolidated Plan and Annual Action Plan and the CDBG budget to HUD by the end of the year.
January 1, 2013	The 2013 program year begins. Funds are not available until the City receives its grant award from HUD.

General Applicant and Project Information

Name of Project: _____

Amount Requested: _____

Name of Organization or Agency: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Executive Director/Chairperson: _____

E-mail Address: _____

Contact Person: _____

E-mail Address: _____

Legal Status: ☐ Private, Non-Profit

☐ Municipal Department

Attach the following information with your application.

1. Members of your governing board and their City of residence

2. Name and title of key staff members and their responsibilities

3. A copy of your latest audit if one was completed (include only **one** copy of the audit)

4. Name and phone number of the person responsible for your accounting, the accounting software package used, and a description of your agency's experience in handling accounting records for a grant-funded program.

Project Type

1. Please select the type of project you are requesting funding for – **Please check all that apply:**

Public Services - Includes labor, supplies, and materials including but not limited to those concerned with:

☐ Employment

☐ Education

☐ Crime prevention

☐ Recreational needs

☐ Drug abuse

☐ Energy conservation

☐ Fair housing counseling

☐ Senior Services

☐ Youth Services

☐ Homebuyer down payment assistance

☐ Other Eligible Activity (List below):

_____

☐ **Housing Rehabilitation:** This includes labor, materials, and other costs related to rehabilitating houses:

☐ **Property Acquisition:** Acquisition of property for any public purpose which meets one of the national objectives.

☐ **Demolition:** Clearance, demolition or removal of buildings and improvements, including movement of structures to other sites.

☐ **Code Enforcement:** Costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.

☐ **Commercial or Industrial Rehabilitation:** The acquisition, construction, rehabilitation or installation of commercial or industrial buildings, structures and other real property equipment and improvements, including railroad spurs or similar extensions.

☐ **Micro-enterprise Assistance:** The provision of assistance to businesses having five or fewer employees.

☐ **Planning:** Costs of data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans.

☐ **Public Facilities and Improvements:** Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements.

☐ **Special Economic Development Activities:** Provision of assistance to a private for-profit business and economic development services related to the provision of assistance.

☐ **Fair Housing:** Provision of fair housing service and fair housing enforcement, education and outreach.

2. **Briefly explain how your proposed project fits into the category selected above.**

National Objectives

To be eligible for funding, the project and/or activity you are requesting funding for **must** address **one national objective**.

1. The project or activity described in this application directly benefits low- and moderate-income persons (please check all that apply)

    _____   The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the program must meet the low- and moderate-income guidelines listed in Appendix A.

    _____   The project is located in a low- and moderate-income area. In this case, the project must meet the needs of the residents of one of the areas identified on the map in Appendix B. Typical activities funded are streets improvements, water and sewer lines, parks, and other public facilities.

    _____   The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers

    _____   This project provides housing assistance to low- and moderate income households. Fundable activities include housing rehabilitation, acquisition of property for housing, and homeownership assistance.

    _____   This project creates or retains jobs for low- and moderate-income persons.

    _____   The project described eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

2. Explain how your program will address the national objective checked above.

Agency and Project Summary

1. Briefly describe your agency:

2. Summarize the project for which you are requesting funding.   What will the project/activity do or accomplish? What is the purpose of the project?

Project Beneficiaries

1. Specify the population to be served by this proposal. Provide a brief description of the potential recipients including age, ethnicity, gender, income levels, and any other relevant characteristics.

2. What is the geographic area to be served (attach a map if the project is not City-wide)?

3. What services will be provided? What is the plan of action to be carried out?

4. How will you track beneficiaries' data (income)?

Project Beneficiaries *(Continued)*

5. Describe what is unique about this program or project. Explain how this does not duplicate services currently provided or fills a gap currently unavailable in the City of Beloit.

6. Will you provide on-going case management to the people served by your program or project? If yes, how will you provide this on-going case management?

7. How will you verify and document City of Beloit residency and U.S. legal status of your beneficiaries?

8. Estimate the number of individuals or households you expect to **directly** serve with the CDBG funds you are requesting.

<div align="center">

Total number of recipients   _____
(households, housing units, jobs)

Total low- and moderate-income recipients   _____
(households, housing units, jobs)

</div>

9. Provide data on the number of people served by your program in the following table.

Household Type	Client Statistics		
	Last Year	This Year to Date	Next Year Projected
Households, 81-100% CMI			
Households, 51–80% CMI			
Households, 31-50% CMI			
Households, 0-30% CMI			
Total			
Race			
Single Race and Ethnicity			
White (Hispanic)			
White (Non-Hispanic)			
Black/African American (Hispanic)			
Black/African American (Non-Hispanic)			
Asian (Hispanic)			
Asian (Non-Hispanic)			
American Indian/Alaska Native (Hispanic)			
Am. Indian/Alaska Native (Non-Hispanic)			
Native Hawaiian/Other Pacific Islander (Hispanic)			
Native Hawaiian/Other Pacific Islander (Non-Hispanic)			
Multi-Race and Ethnicity			
American Indian/Alaska Native and White (Hispanic)			
American Indian/Alaska Native and White (Non-Hispanic)			
Asian and White (Hispanic)			
Asian and White (Non-Hispanic)			
Black/African American and White (Hispanic)			
Black/African American and White (Non-Hispanic)			
American Indian/Alaska Native & Black/African American (Hispanic)			
American Indian/Alaska Native & Black/African American (Non-Hispanic)			
All Other Races (Hispanic)			
All Other Races (Non-Hispanic)			
TOTAL ALL RACES & ETHNICITY			
Households with Children Under 18			
Households with Handicapped/Disabled Persons			
Households with Elderly (62+)			
Households with Male Head of Household			
Households with Female Head of Household			

CMI = County Median Income Adjusted for Household Size (See Attached Chart in Appendix A)

2013 CDBG Project Budget

1. Use the table below to show how you propose to use 2013 CDBG funds for this project.

Project Information

Type of Expenditure	*Budget*
Direct Wages/Salaries/Fringes	
Direct Program Expenses	
TOTAL*	

* TOTAL must match total request for 2013 CDBG.

2. If using the funds for wages/salaries, please list the names and titles of the people you will be paying.

3. Please provide detail on the remaining budget items.

4. Please provide **the budget for the ENTIRE PROGRAM in the box below.** Include CDBG and **ALL OTHER sources of revenue** for the program.

Support and Revenue	Last Year's Actual	Current Year's Budget	Next Year's Proposed
Community Development Block Grant (CDBG)			
Contributions			
Foundations & Venture Grants			
Special Events			
Legacies & Bequests (unrestricted)			
Collected through local member units			
Contributed by Assoc. Organizations			
Other Government Fees & Grants			
Stateline United Way			
All other United Ways			
Membership Dues			
Program Service Fees			
Sales-Materials, Services			
Sales to the Public/Product Sales			
Investment Income			
Misc. Revenue (not otherwise listed)			
Total Support and Revenue	$	$	$
Expenses			
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Fees			
Supplies			
Telephone			
Postage			
Occupancy (building, grounds, utilities)			
Equipment Rental & Maintenance			
Printing, Art Work, Publications			
Mileage for Staff			
Conferences, Conventions, Meetings			
Agency Dues			
Awards, Grants, & Individual Assistance			
Officers & Directors Liability Insurance			
Misc. Expenses (not otherwise listed)			
Total Expenses (Before Depreciation)	$	$	$
(Deficit) or Excess (Revenue - Expenses)	*$*	*$*	*$*
Depreciation			
Payment to National Organization			

Objectives (Purpose)

1. State the objectives your program will accomplish during the 2013 program year. Objectives must be specific, concrete, and measurable and address short-term accomplishments. Please describe the overall program objectives which will be used to evaluate the program. What do you intend to accomplish and/or achieve through this project?

2. Explain how your project positively impacts the City. What is the outcome of your project? Outcomes must be concrete and measurable.

Timetable

Complete the timetable below to indicate how the program will accomplish the previously stated objectives during the funding cycle. **Applicants <u>must</u> identify the number of people to be served each quarter.**

Quarter 1 (January 1 – March 31, 2013)

Quarter 2 (April 1 – June 20, 2013)

Quarter 3 (July 1 – September 30, 2013)

Quarter 4 (October 1 – December 31, 2013)

APPENDIX A

MAXIMUM HOUSEHOLD INCOME LIMITS
(as of November 16, 2011)

Size of Household	0 – 30% CMI Extremely Low Income	31 – 50% CMI Very Low Income	51 – 80% CMI Low Income
1-Person Household	$13,750	$22,900	$36,650
2-Person Household	$15,700	$26,200	$41,850
3-Person Household	$17,650	$29,450	$47,100
4-Person Household	$19,600	$32,700	$52,300
5-Person Household	$21,200	$35,350	$56,500
6-Person Household	$22,750	$37,950	$60,700
7-Person Household	$24,350	$40,550	$64,900
8-Person Household	$25,900	$43,200	$69,050

CMI – County Median Income Adjusted for Household Size

2000 HUD - Defined
Low to Moderate - Income Areas
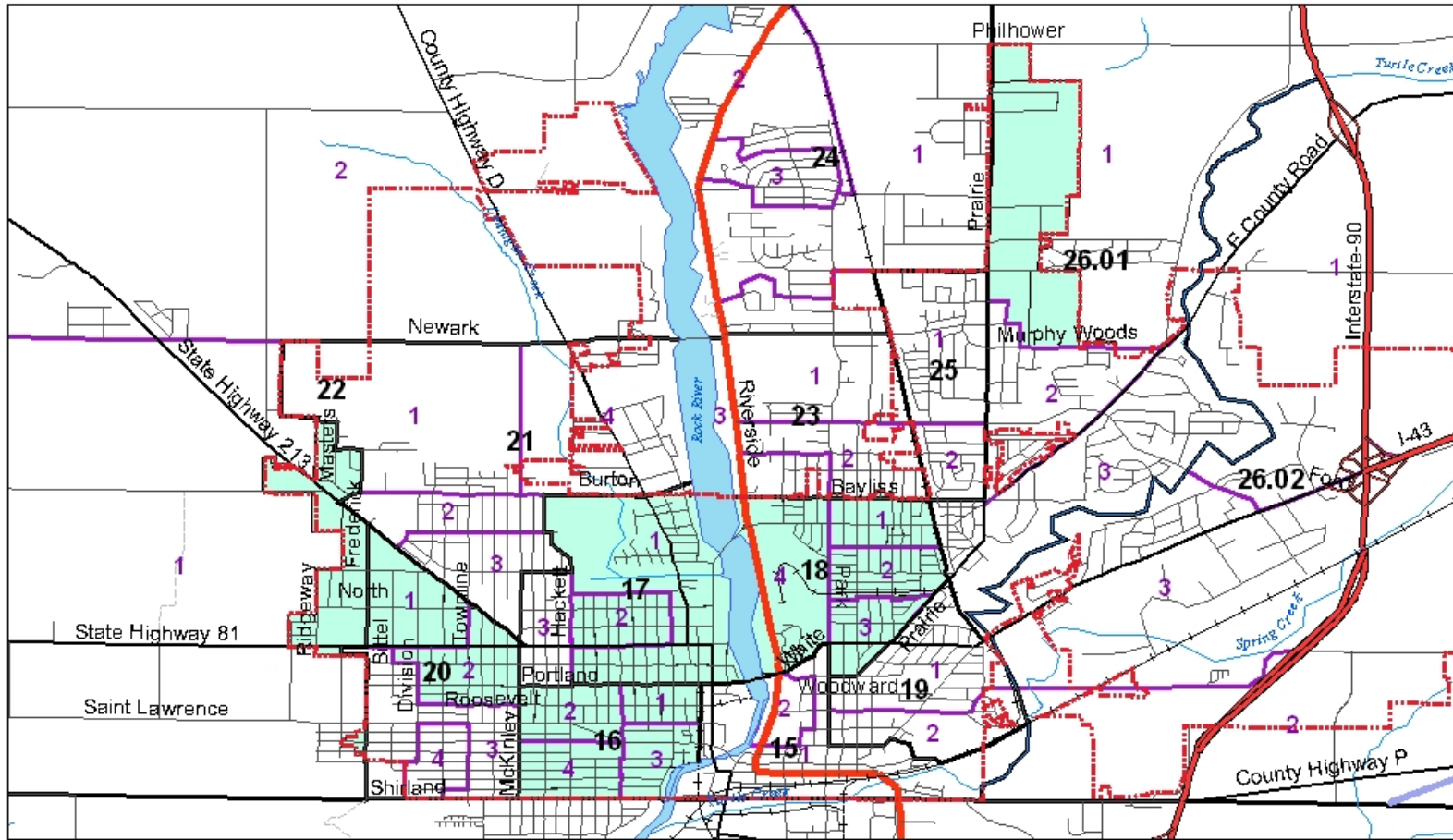
Legend

2000 HUD Defined Low to Moderate Income Areas

2000 Census Block Groups

2000 Census Tracts

City of
BELOIT, Wisconsin
Geographic Information System