

2017
Community Development Block Grant
(CDBG)
Application



Community Development Department

100 State Street

Beloit, WI 53511

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 19, 2016**. Proposals may be hand delivered or sent by mail, but must be **received** no later than August 19, 2016 at 5:00PM.

Funds may only be used for City of Beloit residents, not 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.

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, not 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 2017 CDBG Budget Process

The following is a schedule of the meetings where action or discussion regarding the 2017 CDBG budget will take place. It is suggested that you contact the Community Development Department approximately one week in advance of a meeting you plan to attend to verify the time and location.

- July 5, 2016 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 19, 2016 CDBG applications are available.
- August 19, 2016 **Application Deadline:** Applications must be received by the Community Development Department by 5:00 PM or postmarked no later than August 14, 2016.
- August 24-31, 2016 Each applicant is required to give a presentation to the Community Development Authority. Each applicant will be notified of the date once scheduled.
- September 28, 2016 The Community Development Authority will meet to discuss proposed projects and make their recommendation (2017 Annual Plan and CDBG Budget.)
- Oct 3 – Nov. 4, 2016 30-day public comment period on the 2017 Annual Action Plan and the proposed budget.
- October 2016 The Community Development Authority recommendations are submitted to the City Council.
- October 17, 2016 A public hearing will be held during a regular City Council meeting. Citizens can offer input. (Always 2nd Meeting in Oct.)
- November 7, 2016 City Council approves the final 2017 CDBG budget along with the 2017 Annual Action Plan.
- November 15, 2016 Community Development staff submits the 2017 Annual Action Plan and CDBG budget to HUD.
- January 1, 2017 The 2017 program year begins. Funds are not available until the City receives its grant award from HUD.

DO NOT INCLUDE THE PREVIOUS FOUR PAGES WITH YOUR APPLICATION

Applicant and Project Information Summary

Name of Project: _____

Amount Requested: _____

Name of Organization or Agency: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Agency DUNS# (If applicable): _____

Executive Director/Chairperson: _____

E-mail Address: _____

Contact Person: _____

E-mail Address: _____

Legal Status: Private, Non-Profit
 Municipal Department

Have you received CDBG funding in the past? _____ Yes _____ No

- If yes, for approximately how many years? _____

- If yes, list which years: _____

A. 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.

B. 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.**

D. Funding Priorities

The City of Beloit Community Development Authority (CDA) and City Council approved the following funding priorities for 2017 CDBG funds. These priorities were developed based on the needs identified in the 2016-2019 Consolidated Plan, which is a 5-year strategic plan for the use of CDBG funds.

1. Select the funding priority that your project will meet:

- Public Service Programs which focus on comprehensive case management strategies, with priority given to neighborhood stabilization activities, education in budgeting and life skills, and employment training that corresponds with local employment opportunities.
- Code Enforcement
- Housing Rehabilitation
- Economic Development Activities, with priority given to Technical Job Training
- Program Administration
- Fair Housing

2. Explain how your proposed program/project will address the funding priority checked above.

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			
<i>Race</i>			
<i>Single Race and Ethnicity</i>			
White (Hispanic)			
White (Non-Hispanic)			
Black/African American (Hispanic)			
Black/African American (Non-Hispanic)			
Asian (Hispanic)			
<i>Asian (Non-Hispanic)</i>			
American Indian/Alaska Native (Hispanic)			
Am. Indian/Alaska Native (Non-Hispanic)			
Native Hawaiian/Other Pacific Islander (Hispanic)			
Native Hawaiian/Other Pacific Islander (Non-Hispanic)			
<i>Multi-Race and Ethnicity</i>			
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)

F. 2017 CDBG Project Budget

1. Use the table below to show how you propose to use 2017 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 2017 CDBG.

2. If using the funds for wages/salaries, please list the following for each staff person to be paid out of CDBG:

Name	Title	Annual Salary	Benefit Costs

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			

H. Timetable

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

Quarter 1 (January 1 – March 31, 2017)

Quarter 2 (April 1 – June 30, 2017)

Quarter 3 (July 1 – September 30, 2017)

Quarter 4 (October 1 – December 31, 2017)

I. AGENCY INFORMATION

Attach the following information to your application.
(Incomplete information will result in your application not being considered.)

1. **List of the Board of Directors**

A list of the current board of directors or other governing body of the agency must be submitted. The list must identify the principal officers of the governing body, name, professional contact information for board purposes including telephone number, address, and occupation or affiliation of each member. (Use attached table.)

2. **Articles of Incorporation**

Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.

3. **Non-profit Determination**

Non-profit organizations must submit tax-exemption determination letter from the Federal Internal Revenue Service and WI Department of Revenue. (Certificate of Exempt Status)

4. **Authorization to Request Funds**

Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

5. **Designation of Authorized Official**

Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

6. **Organizational Chart**

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the project fits into the organizational structure, and identifies any staff positions for administration of the project.

7. **Audit**

Attach a copy of your latest audit or financial review if one was completed. (Include only **one** copy.)

Agency Name: _____

Board Members

Office	Full Name	Phone Number (Other than Agency Address)	Address (Other than Agency Address)	Email Address	Occupation/Affiliation
President/Chair					
Vice President/Chair					
Treasurer					
Secretary					
Ex-Officio					

(Attach more pages if necessary)

APPENDIX A

MAXIMUM HOUSEHOLD INCOME LIMITS (as of March 28, 2016)

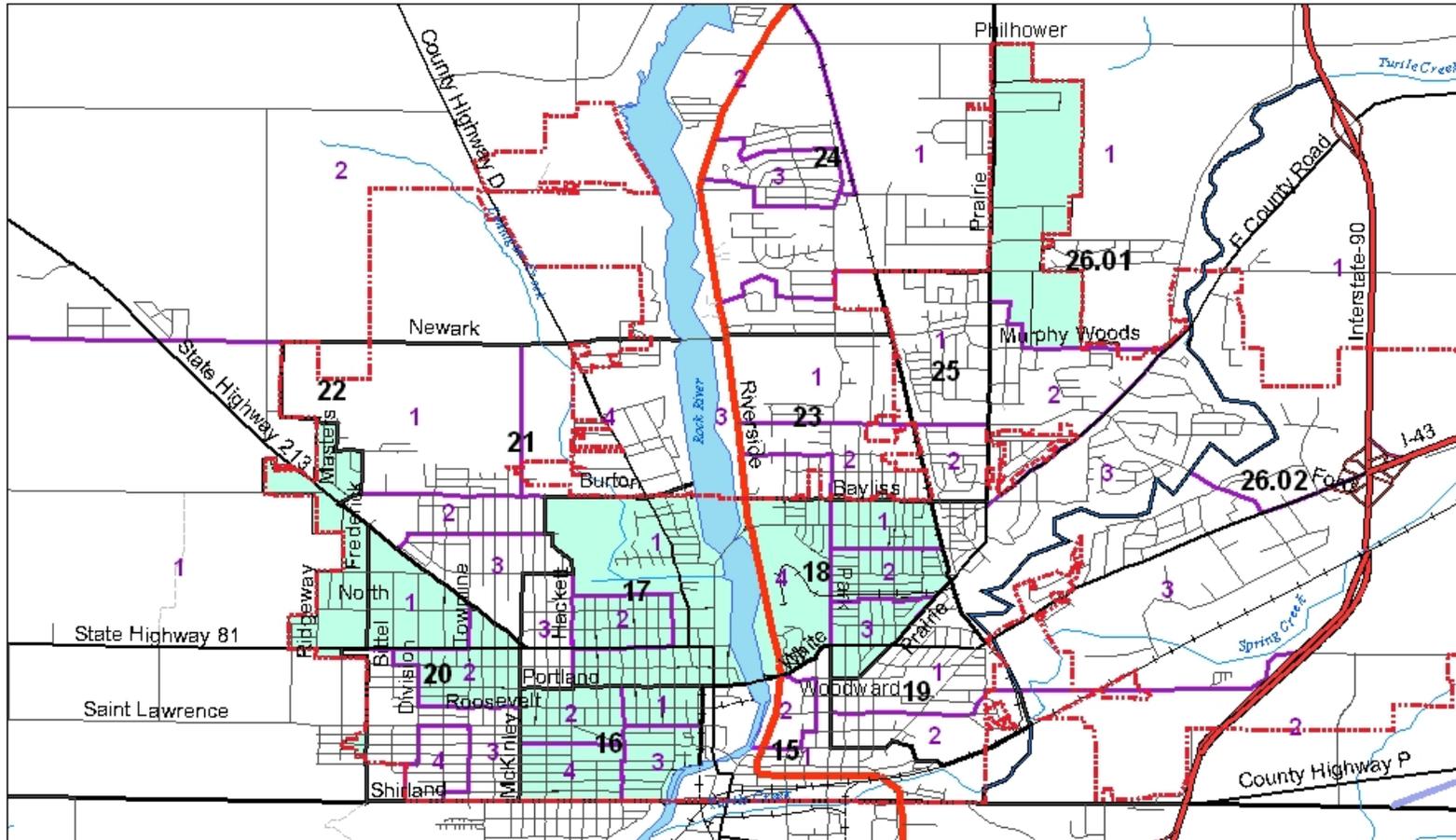
Size of Household	0 – 30% CMI Extremely Low Income	31 – 50% CMI Very Low Income	51 – 80% CMI Low Income
1-Person Household	\$12,650	\$21,100	\$33,750
2-Person Household	\$16,020	\$24,100	\$38,550
3-Person Household	\$20,160	\$27,100	\$43,350
4-Person Household	\$24,300	\$30,100	\$48,150
5-Person Household	\$28,440	\$32,550	\$52,050
6-Person Household	\$32,580	\$34,950	\$55,900
7-Person Household	\$36,730	\$37,350	\$59,750
8-Person Household	\$39,750	\$39,750*	\$63,600

CMI – County Median Income Adjusted for Household Size

** The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.*

APPENDIX B

2000 HUD - Defined Low to Moderate - Income Areas



Legend

- 2000 HUD Defined Low to Moderate Income Areas
- 2000 Census Block Groups
- 2000 Census Tracts



THIS MAP IS PROVIDED BY AN AGGREGATOR OF PUBLIC PROPERTY INFORMATION AND IS NOT GUARANTEED BY THE CITY OF BELOIT. THE CITY OF BELOIT DOES NOT WARRANT THE ACCURACY OF THIS INFORMATION. THE CITY OF BELOIT DOES NOT WARRANT THE ACCURACY OF THIS INFORMATION. THE CITY OF BELOIT DOES NOT WARRANT THE ACCURACY OF THIS INFORMATION. THE CITY OF BELOIT DOES NOT WARRANT THE ACCURACY OF THIS INFORMATION.

