

**2024 Community Development Block Grant
(CDBG)**

Application



Beloit
WISCONSIN

Community Development Department

100 State Street
Beloit, WI 53511

Application Deadline Information

Applications available: July 18, 2023

Applications due: August 15, 2023 by 4:30pm CST

Submitting an Application

2024 Community Development Block Grant (CDBG) applications will be available on July 18, 2023 and shall be due no later than 4:30pm on August 15, 2023. All applications may be submitted online through Neighborly, and the link has been provided below.

<https://portal.neighborlysoftware.com/beloitwi/Participant>

If agencies do not wish to complete their application through Neighborly, fillable pdf versions are available on the City's website and hard copies can be obtained from the Community Development Department, Third Floor of City Hall, 100 State Street, Beloit, WI 53511. Proposals may be hand delivered or sent by mail, but must be received no later than 4:30PM CST on August 15, 2023.

If you have questions about the application or the CDBG process, please contact Megan McBride at (608) 364-6738 or mcbridem@beloitwi.gov.

NOTE: The first page of your application should be page 9, titled "Applicant and Project Information." Please do NOT include the cover page, this Application Deadline Information page, the Introduction page, or the Schedule with your application.

Minimum and Maximum Funding Request Amounts

There will be minimum and maximum request amounts for each of the primary CDBG funding categories, as identified in the table below. These minimum and maximum request amounts were set based on the average amount of CDBG funds the City receives each year, as well as required funding caps set by HUD.

| CDBG Funding Category | Minimum Request Amount | Maximum Request Amount |
|---|------------------------|------------------------|
| Public Service Activity Micro-Grants | \$7,500 | \$15,000 |
| NRSA Public Service Activities | \$7,500 | \$50,000 |
| Housing Activities | \$7,500 | \$25,000 |
| Economic Development Activities | \$7,500 | \$50,000 |

Introduction

Community Development Block Grant (CDBG) Program Background

Purpose of Funds

The Community Development Block Grant (CDBG) program began in 1974 and is a flexible program that provides communities with resources to address a wide range of unique community development needs.

Community development activities must be directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. A grantee (the City) may also carry out activities which aid in the prevention or elimination of slums or blight.

Communities develop their own programs and funding priorities, but must give maximum feasible priority to activities which benefit low- and moderate-income persons.

Source of Funds

Community Development Block Grant (CDBG) funds are provided through the U.S. Department of Housing and Urban Development (HUD) to communities. Funds are provided on an annual basis, and the allocation amount is determined each year by HUD based on a formula. CDBG funds are therefore subject to federal regulations for expenditure and administration of grant funds.

Federal Regulations

There are a number of Federal, State, and local regulations which govern CDBG activities and associated administrative requirements. The most relevant requirements from the Code of Federal Regulations (CFR) have been identified below. Additional requirements are identified and cited within the codes of federal regulations identified below. Therefore, the below list is not exhaustive but is meant to assist potential applicants in understanding the primary federal requirements associated with receiving CDBG funding.

24 CFR Part 570: Community Development Block Grants (CDBG)

Details regulations associated with the acceptance and expenditure of CDBG funds.

24 CFR Part 570, Subpart J

Establishes subrecipient responsibilities for grant administration, including administrative requirements, record-keeping and reporting, and closeout procedures for CDBG awards.

24 CFR Part 570, Subpart K

Describes “Cross-Cutting Requirements,” which are other federal requirements which are applicable to CDBG funds. These include, but are not limited to, requirements associated with civil rights, cost principles, and conflicts of interest.

2 CFR Part 200: Uniform Administrative Requirements

Establishes standards for cost principles, administrative systems, fiscal procedures and audit requirements.

Beloit CDBG Application 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.

Information Sessions

Four (4) Information Sessions will be held to provide potential 2024 CDBG applicants with an overview of the funding source, application process and program reporting requirements. A total of two (2) additional points will be awarded to agencies which have at least one representative attend one or more of the information sessions.

| | | |
|---|---------------------------------|--|
| Application Information Session (Virtual) | June 6, 2023 10:00- 11:00am | Click here to join the meeting |
| Application Information Session (In-Person) | June 7, 2023 6:00- 7:00pm | Beloit Public Library 605 Eclipse Blvd Classroom 111 |
| Application Information Session (Virtual) | June 20, 2023 10:00- 11:00am | Click here to join the meeting |
| Application Information Session (In-Person) | June 22, 2023 6:00- 7:00pm | Beloit Public Library 605 Eclipse Blvd Classroom 111 |

Note: Additional points will not be awarded for attending multiple information sessions. Attendance of an agency representative at one of the Information Sessions will earn the applicant two out of two points available.

Pre-Application Eligibility Checklist

CDBG Pre-Application Eligibility Checklists were made on June 19, 2023 to any agency interested in applying for 2024 CDBG funds. The pre-application checklist will be due no later than 4:30pm CST on July 10, 2023.

The purpose of the pre-application eligibility checklist is to ensure that applicants and proposed projects are eligible for CDBG funding through the City of Beloit before completing a full application.

Full Application Availability

Full 2024 CDBG applications will only be available to agencies which successfully complete and submit the Pre-Application Eligibility Checklist prior to the July 10, 2023 deadline. Applications will be available starting July 18, 2023 and will be due no later than 4:30pm CST on August 15, 2023.

Mandatory Applicant Presentation

All agencies which apply for 2024 CDBG funding will be **REQUIRED** to provide a ten (10) minute presentation to the Community Development Authority (CDA) on August 23, 2023. The meeting will take place at 4:30pm at Beloit City Hall (100 State Street), and the presentation schedule will be sent to all applicants in advance.

Applicant presentations shall be provided verbally, no AV equipment will be available. Applicants are allowed to provide handouts to CDA members to complement their presentation, but this is not required.

Applicant presentations should include the following information:

1. A brief overview of the program or project proposed for funding,
2. An explanation of how the proposed program will uniquely and collaboratively address community needs identified in the agency's application, and
3. A description of the anticipated program impacts on the Beloit community.

Application Scoring and Review Process

The Scoring Rubric which will be used to evaluate all 2024 CDBG applications are available on the City of Beloit website at: <https://www.beloitwi.gov/communitydev>. All applications will be evaluated by members of the Community Development Authority (CDA) after they have heard applicant presentations on August 23, 2023.

During the following regularly scheduled CDA meeting on September 27, 2023, 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. Final approval of the 2024 CDBG budget by Beloit City Council will take place on November 6, 2023.

Your Responsibilities as a CDBG Subrecipient

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.

Although the funds may not become available until the third quarter of the program year, agencies can request reimbursement for eligible expenses from January 1 through December 31 of the awarded year. Throughout the program year, the Community Development Department works closely with grantees to monitor their progress and compliance with federal regulations.

Funds may only be used to assist City of Beloit residents, not Town of Beloit or Town of Turtle residents. It is the responsibility of the subrecipient to verify and document that all CDBG participants are City of Beloit residents.

Technical Assistance Available for CDBG Applicants and Subrecipients

There will be a variety of technical assistance opportunities available to all City of Beloit CDBG subrecipients. Any agency interested in learning more about CDBG funding should feel free to directly contact City grants administration staff, with contact information included below.

Playing by the Rules: A Handbook for Subrecipients on Administrative Systems

HUD has provided a handbook designed specifically for CDBG subrecipients to help them understand the regulations associated with CDBG funding, and successfully set up administrative systems to ensure compliance with CDBG requirements.

The handbook can be found online at:

<https://files.hudexchange.info/resources/documents/Playing-By-the-Rules-a-Handbook-for-CDBG-Subrecipients-On-Administrative-Systems.pdf>

Virtual Office Hours

Grants Administration staff will hold virtual office hours every other week on Tuesdays from 10:00- 11:00am. Staff will provide a brief presentation (10- 15 minutes) on a topic related to administrative requirements for CDBG funding at each session, and leave time for agencies to ask questions.

Agencies should feel free to bring questions to these virtual office hour sessions, and questions do not need to be related to the presentation topic. The intent of offering standing office hours is to create an opportunity for agencies to ask questions and receive direct technical assistance from City staff and/or discuss shared questions or concerns with other CDBG subrecipients.

Staff Support

Agencies with questions regarding CDBG funding should reach out to City of Beloit grants administration staff at:

Megan McBride
 Grants Administrator
mcbriDEM@beloitwi.gov
 Office: (608) 364-6738
 Cell: (608) 481-0502

Brian Gile
 Grants Compliance Specialist
gileb@beloitwi.gov
 Office: (608) 364-6710

Schedule of 2024 CDBG Budget Process

The following is a schedule of the meetings where action or discussion regarding the 2023 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.

| 2024 CDBG | Date and Time | Location |
|---|--------------------------------|--|
| Application Information Session (Virtual) | June 6, 2023 10:00- 11:00am | Click here to join the meeting |
| Application Information Session (In-Person) | June 7, 2023 6:00- 7:00pm | Beloit Public Library 605 Eclipse Blvd Classroom 111 |
| Pre-Application Eligibility Checklist Released | June 19, 2023 | Submit online through Neighborly, or copies will be available on 3rd floor of City Hall (100 State St). |
| Public Hearing #1 on 2024 CDBG funding priorities | June 19, 2023 7:00pm | Beloit City Council meeting City Hall Forum (100 State St) |
| Application Information Session (Virtual) | June 20, 2023 | Click here to join the meeting |

| | | |
|---|---------------------------------------|--|
| | 10:00- 11:00am | |
| Application Information Session (In-Person) | June 22, 2023 6:00- 7:00pm | Beloit Public Library 605 Eclipse Blvd Classroom 111 |
| Public Hearing #2 on 2024 CDBG funding priorities | June 28, 2023 4:30pm | Community Development Authority (CDA) meeting City Hall Forum (100 State St) |
| Pre-Application Eligibility Checklist Due | July 10, 2023 4:30pm CST | Submit online through Neighborly, or copies will be available on 3rd floor of City Hall (100 State St). |
| Adoption of 2024 CDBG funding priorities | July 17, 2023 7:00pm | Beloit City Council meeting City Hall Forum (100 State St) |
| 2024 CDBG Applications Available | July 18, 2023 | Submit online through Neighborly, or copies will be available on 3rd floor of City Hall (100 State St). |
| 2024 CDBG Applications Due | August 15, 2023 4:30pm CST | Submit online through Neighborly, or copies will be available on 3rd floor of City Hall (100 State St). |
| Applicant Presentation (mandatory for all applicants) | August 23, 2023 4:30pm | Community Development Authority (CDA) meeting City Hall Forum (100 State St) |
| CDA makes recommendation to City Council for 2024 CDBG Budget and Annual Plan | September 27, 2023 4:30pm | Community Development Authority (CDA) meeting City Hall Forum (100 State St) |
| 30-day public comment period for 2024 CDBG Budget and Annual Plan | October 1 – October 30, 2023 | Available on City website or on 3rd floor of City Hall (100 State St). |
| Public Hearing on recommended 2024 CDBG Budget and Annual Plan | October 16, 2023 7:00pm | Beloit City Council meeting City Hall Forum (100 State St) |
| Final approval of 2024 CDBG Budget and Annual Plan | November 6, 2023 7:00pm | Beloit City Council meeting City Hall Forum (100 State St) |

B. Funding Priorities **(4 total points available)**

The City of Beloit Community Development Authority (CDA) and City Council approved the following funding priorities for 2024 CDBG funds.

B.1. Select the funding priority that your project will meet: (2 points)

- Public Service Programs which focus on comprehensive case management strategies (that offer advocacy as well), with priority given to neighborhood stabilization activities, housing assistance, education in life skills, employment training that corresponds with local employment opportunities, healthcare access including mental health, transportation, youth services and programs, and activities which meet one of the NRSA objectives*.

- Code Enforcement

- Housing Rehabilitation and Development of Affordable Housing

- Housing Activities (Direct Homeownership Assistance/Down-payment and closing cost assistance)

- Economic Development Activities, with priority given to Small Business, Entrepreneur and Microenterprise Assistance and Technical Job Training

- Program Administration

- Fair Housing

*The updated NRSA Plan is available on the City's website at www.beloitwi.gov under Departments, Community Development. It is also available for viewing at City Hall, 100 State Street, Third Floor, in the Community Development Department, and at the Beloit Public Library.

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

**C. Agency Summary
(14 total points available)**

C.1. Briefly describe your agency. Include the length of time your agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. (2 points)

C.2. Summarize the project for which you are requesting funding. What services will be provided with CDBG funding? (2 points)

C.3. Describe the need for the proposed program or services, and provide documentation to demonstrate this local need (including demographic, socio-demographic, and economic evidence that supports your claims). (2 points)

C.4. Has the program proposed for funding expanded or improved in the past twelve (12) months? Describe any changes in agency capacity and/or services. (2 points)

C.5. How is your program unique to the City of Beloit? Are any services duplicated or similar to other services already provided in the community? If yes, explain how your agency will collaborate with other agencies providing similar services to ensure efficient, unduplicated delivery of services. (2 points)

C.6. What other agencies (within the City of Beloit and Rock County) does your agency work closely with to serve clients? (2 points)

C.7. How will the applicant inform the community about services to be provided by the proposed program? Include details regarding targeted outreach to Beloit's low and moderate income (LMI) households/residents. (2 points)

**D. Project Summary
(10 total points available)**

D.1. Specify the population to be served by this proposal. Provide a brief description of the anticipated recipients including age, ethnicity, gender, and any other relevant characteristics. (2 points)

D.2. Complete the table below to indicate how the program will accomplish the objectives and fully expend the funds. (2 points)

| Dates | Services to be provided | Estimated number to be served | | Budget per quarter |
|---|-------------------------|-------------------------------|-----|--------------------|
| | | Individuals | HHs | |
| <p style="text-align: center;">Q1 1/1/24-3/31/24</p> | | | | |
| <p style="text-align: center;">Q2 4/1/24- 6/30/24</p> | | | | |
| <p style="text-align: center;">Q3 7/1/24 – 9/30/24</p> | | | | |
| <p style="text-align: center;">Q4 10/1/24 – 12/31/24</p> | | | | |

D.3. How will you measure the success of the program? (2 points)

D.4. Describe how you will provide ongoing case management to the clients served by the proposed program. (2 points)

D.5. Provide the following data on the number of individuals AND Households served by the program. (2 points)

| Income Level | Number of individuals and households | | | | | |
|--------------|--------------------------------------|-----|--------------|-----|---------------|-----|
| | 2022 | | 2023 to date | | 2024 Estimate | |
| | Individuals | HHs | Individuals | HHs | Individuals | HHs |
| 81-100% CMI | | | | | | |
| 51-80% CMI | | | | | | |
| 31-50% CMI | | | | | | |
| 0-31% CMI | | | | | | |

**E. Project Budget
(8 total points available)**

It is important to note that CDBG awards can *only* be utilized for the following expenses:

1. Direct Program Expenses (i.e. – Emergency Rental Assistance)
2. Direct Wages/Salaries/Fringes for Staff working directly with CDBG eligible clients

Ineligible Expenses include, but are not limited to:

1. Indirect allocation (telephone, internet, rent, general office supplies, etc.)
2. Subscription services, equipment rental and/or repair, etc.

If your agency has any inquiries regarding eligible expenses, please contact Megan McBride (608) 364-6738 or mcbridem@beloitwi.gov before submitting the application.

E.1. Use the table below to show how you propose to use 2024 CDBG funds for this project. Total must match total request for 2024 CDBG. (2 points)

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

E.2. Please provide the following information for each staff person working directly with CDBG clients to be paid out of CDBG: (2 points)

| Name | Title | Total Annual Salary | Total Annual Benefit Costs |
|------|-------|---------------------|----------------------------|
| | | | |
| | | | |
| | | | |

E.3. Provide detail on the remaining budget items: (2 points)

| Type of Expenditure | Proposed Allocation |
|---------------------|---------------------|
| | |
| | |
| | |
| | |
| TOTAL | |

E.4. Please provide the budget for the ENTIRE PROGRAM in the box below. Include CDBG and ALL OTHER sources of revenue for the program. (2 points)

| 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 | | | |
| Blackhawk Region 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 | | | |

E.5. Provide detail on Federal Funding **Excluding City of Beloit CDBG awards:**

| Type of Federal Grant | Amount | # of Years Received | Findings resulting in the loss of the funding? |
|-----------------------|--------|---------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

F. Agency Capacity
(8 total points available)

F.1. For how many years has the agency requesting funding provided services to the Beloit community? (2 points)

F.2. How many years of experience does the applicant have with administering federal or state grant awards? Please describe the type of grant funds received, and number of years funding has been received. If the agency does not have experience administering federal or state grant awards, explain how the agency will ensure compliance with CDBG program requirements. (2 points)

F.3. Has the agency had any findings or concerns related to a financial audit or grant monitoring resulting in loss of funding in the past 5 years? If yes, explain and provide documentation that findings or concerns have been resolved. (2 points)

F.4. Has the applicant received any citizen complaints or negative media exposure in the past three (3) years? If yes, explain and provide documentation that complaints have been resolved. (2 points)

G. Staffing Capacity
(14 total points available)

- G.1. Identify agency staff that will be responsible to oversee implementation of this program, provide required reporting, and oversee all aspects of the program to completion. (2 points)**
- G.2. Describe your financial management department and any relevant experience in administering federal grant funds. (2 points)**
- G.3. Explain how your agency will account for CDBG funds and follow the federal financial requirements, including the requirement to track CDBG funds separately from all other funding sources. (2 points)**
- G.4. How will you track beneficiaries' data (income, race, ethnicity)? This must be tracked by the number of *individuals* served (cannot be reported by households). (2 points)**

G.5. How will you verify and document U.S. legal status of your beneficiaries? (2 points)

G.6. How will you verify and document that beneficiaries actually reside within city limits vs townships? (2 points)

G.7. Did agency staff attend at least one of the 2024 CDBG application information sessions? (2 points)

Yes

No

H. Applicant Certification (Submission)

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. The submission of this application has been duly authorized by the governing body of the Applicant. The Applicant agrees that if the project is allocated funding, it will comply with all federal, state and local statutes, regulations, policies and requirements applicable to CDBG funding.

Name of Authorized Applicant Representative

Title of Authorized Applicant Representative

Signature of Authorized Applicant Representative

Date