

**Youth Services  
Anti-Gang/ Youth Violence Prevention**

**Request for Proposals (RFP)**

**City of Newburgh  
Community Development Block Grant (CDBG)  
2012 Application**

**January 11, 2012**

**RSVP 569-9400 FOR  
TECHNICAL ASSISTANCE NIGHT: HELD JANUARY 30, 2012 5pm  
*City Council Chambers  
83 Broadway – 3<sup>rd</sup> fl.***

**City of Newburgh  
Community Development Block Grant (CDBG)  
2012 Application**

Begun in 1974, the Community Development Block Grant (CDBG) is one of the oldest programs of the U.S. Department of Housing and Urban Development (HUD). The City of Newburgh has identified youth services as a priority and has designated a portion of its CDBG funding to be utilized as grants to Newburgh non-profit organizations serving young people.

**OVERVIEW**

*The City of Newburgh seeks proposals consistent with one of the following priority areas.*

**Youth Violence Prevention**

The City will take applications for programs that address Anti-gang strategies including gang prevention, intervention, education, job training and skill development, and family and community development. Priority will be given to programs that implement identified best practices to address youth/gang violence. Applicants are required to include materials that support the identified model as well as the expected outcomes.

**Youth Workforce/ Entrepreneurial Development**

The City will take applications for workforce development programs. Special consideration will be given to those programs that an integrated entrepreneurial education and business incubator services for young people in the City of Newburgh. The objective is job creation among young people and thereby contributes to long term economical development of the City of Newburgh.

**What is the basis for the 2012 CDBG Grant Cycle?**

There is a total of \$50,000 allocated from the City of Newburgh FY 2011 and 2012 Entitlement Program for Youth Program Sub-grantees. The City of Newburgh is prioritizing proposals which **leverage the CDBG funding available and maximizes funds by developing innovative programs to address the issues of youth violence and youth unemployment**. Grants will be awarded in the amounts up to \$10,000. Superior applications may be considered for as much as \$20,000. However, applicants should provide program budgets not exceeding \$10,000.

The program use of CDBG funding **must address both:**

1. Funding must be used to support **new or expanded services**.

AND

2. Funding must be utilized to provide **services to low/moderate income individuals** (defined as earning less than 80% of the Area Median Income). Grantees must demonstrate services being provided to this population by meeting one of three income benefit categories:

- a. Direct Benefit  
Grantee will provide documentation confirming income qualifications for each individual receiving services.
- b. Area of Benefit  
Grantee will demonstrate that the income demographics for the population to be served under this program meets the income criteria as a group.
- c. Presumed Benefit  
Grantee will demonstrate that the qualities of the population to be served under this program meets the income criteria as a group due to specific characteristics (i.e. service to seniors, migrant workers, disabled individuals, etc.).

AND

**3. Funding will support at least one of the following categories:**

1. Youth Violence Prevention
2. Youth Workforce/ Entrepreneurial Development

**What are the CDBG Program goals?**

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting the following national objective: **Benefiting low- and moderate-income persons**

**Who is eligible to apply for funding?**

In order to receive funding, all applicants must meet all of the following criteria:

- Applicant must be a non-profit organization with **501 (C)(3) tax exempt designation.**
- The program requesting funding must serve youth (under age 21) who are residents of the City of Newburgh.
- Collaborative programs and partnerships are strongly encouraged to apply and will receive additional consideration through the selection process.

**How will Proposals be Screened?**

Using a quantitative screening process, submissions will be evaluated on the following:

- Identification and integration of nationally recognized best practices
- Ability to demonstrate the desired characteristics and qualifications;
- The quality (clarity, accuracy and comprehensiveness of responses) of the proposal submitted.
- Success of earlier programs funded by the City of Newburgh

Selected applicants may be asked to attend an interview to present their program to the selected review committee. Interviews would be scheduled between the week of February 20 through February 23.

Please note that the City of Newburgh reserves the right to reject any and all submissions.

## What is the Selection Process and Timeline?

Task	Due Date
Release RFP	January 11, 2012
Technical Assistance	January 30, 2012
Proposals Due	February 8, 2012
Interviews	February 21-23, 2012
Submitted to City Council for Review	February 24 2012
Awards Announced	By end of March 2012

**Applicants will be selected and contracts issued for availability of funding during the 2012 year.**

## How Do I Apply?

Please complete and submit the attached application form, application narrative, budget development form and applicant signature page **and (2) two copies** to the following:

Courtney Kain , Community Development  
City of Newburgh  
Department of Planning & Development  
83 Broadway, 3rd Floor  
Newburgh, NY 12550

- Submitted materials will not be returned to the respondent, please keep a copy for your files.
- Fax or electronic submissions will not be accepted.
- Application materials submitted after the due date / time **will not** be considered.
- A copy of the RFP is available electronically via email. Please contact Courtney Kain at [ckain@cityofnewburgh-ny.gov](mailto:ckain@cityofnewburgh-ny.gov)
- Any questions about this opportunity can be directed to Courtney Kain , Community Development Director via email at [ckain@cityofnewburgh-ny.gov](mailto:ckain@cityofnewburgh-ny.gov)

## PREPERATION OF PROPOSAL

Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation of your program.

***Submissions which do not meet all of these criteria will not be accepted.***

**Submission Deadline:  
February 8, 2012  
3 P.M.**

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**GENERAL INTRODUCTION:**

The City of Newburgh seeks to fund programs through CDBG under one of three categories. please indicate which area your organization is responding to.

\_\_\_\_\_ Youth Violence Prevention

\_\_\_\_\_ Youth Workforce/ Entrepreneurial Development

**LEAD APPLICANT / ORGANIZATION:**

**ADDRESS:**

**PHONE NUMBER:**

**FAX NUMBER:**

**FEDERAL ID#:**

**TAX-EXEMPT DESIGNATION:**

**PRIMARY CONTACT PERSON:**

**EMAIL:**

**CO-APPLICANT / ORGANIZATION:**

**ADDRESS:**

**PHONE NUMBER:**

**FAX NUMBER:**

**FEDERAL ID#:**

**TAX-EXEMPT DESIGNATION:**

**PRIMARY CONTACT PERSON:**

**EMAIL:**

## Application Checklist

**Applicant Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

Review the following list of documentation requirements. The original must include all of the following information in the order outlined below. The 3 copies submitted **must** include Tabs A-C in the order outlined below. Proposals that do **not** contain all of the following information will be considered **ineligible**.

- Cover Letter (optional)
- Program Cover Sheet (pg 6)
  
- Section 1: Application Narrative (pg 8 &9)
- Section 2: Program Budget (pg 10 – 12)
- Signature Page (pg. 13)
  
- Job descriptions and résumés for CDBG-funded positions
- Program-specific Organizational Chart

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**Application Narrative**

***Response to each of the following questions is required (please put N/A for not applicable). Please take note that some questions have multiple parts and ensure that each question is answered fully. Attach additional pages if necessary. Failure to fully and accurately respond to all questions or comply with all submission requirements will result in the disqualification of the entire application.***

**ORGANIZATION OVERVIEW**

- 1). Name/Title of Program to be Funded
- 2). Program Summary:
- 3). Organizational Capacity: Provide background on your organization including but not limited to:
  - Organization Overview
  - Organizational Capacity: Detail agencies programs and services that will be used to support the proposed model and demonstrated track record and history in providing services to high risk youth.
- 4). If partnering with another agency please detail the role each organization will take in the implementation of this grant.
- 5). Work Plan
  - 5a). Provide a description of the program
  - 5b). This program is intended to reach those (underserved) youth who are currently not involved in programs, please indicate your method for recruiting and reaching these youth.
  - 5c). What program is this modeled after (please provide necessary documentation)?
- 6). Program Goals: Identify your goals and objectives. What will your project accomplish? Use the outline below to identify your strategies and quantify your program goals for this funding.
- 7). Please explain how this program is a new or expanded service?
- 8). Please provide an implementation schedule outlining project activities and an anticipated timeframe for completion.

- 9). Provide your plan for evaluation: identify the expected outcomes of this current proposal
- 10). CDBG Funding History: If your organization has received CDBG funding in the past five (5) years, indicate year, amount of funding received and type of program funded. If this is not applicable to your organization, please note.

Year	Funding Amount	Program Title
2011		
2010		
2009		
2008		
2007		

11). Please provide information on the individuals who would comprise your operational team for this project.

12). **Conflict of Interest:**

**Please disclose:**

1. Any material financial relationship that your organization or any employee has that may create a conflict of interest or the appearance of a conflict of interest as a recipient of funds from the City of Newburgh. Any family relationships that any employee of your organization has with any City of Newburgh elected official or employee that may create a conflict of interest or the appearance of a conflict of interest.


**Section 4: Budget Information (Use only the space provided)**

Using the template below, please propose how your organization would allocate the contract amount funding requested in a twelve month cycle. CDBG funds cannot be used to *purchase* food or other items which are considered 'entertainment' expenses or equipment. CDBG funds *can* be used to lease equipment. A minimum allocation will be accepted for administration of the grant and travel expenses.

Cost / Item	2012 Budget Allocation			In-Kind Contribution			Total Program Cost
	Lead Applicant	Co-Applicant	Total	Lead Applicant	Co-Applicant	Total	
<b><i>Personnel Costs (please include applicable benefit rate)</i></b>							
<b><i>Total Personnel Costs:</i></b>							
<b><i>Program Operating Expenses</i></b>							
Office Services (rent, telephone, utilities)							
Supplies (consumable materials)							
Equipment							
Contractual services, i.e. workshop leaders, trainers, special service providers, other subcontractors							
Travel							
Printing/Copying/Postage							
Other operational expenses (list here)							
<b><i>Total Program Operating Expenses:</i></b>							
<b>GRAND TOTAL/FUNDING REQUESTED:</b>							

**Budget Narrative**

Describe the program budget, including itemized revenues and expenses. The budget narrative should explain the total program budget in detail and explain the budget line items in the order they are listed on the budget form. Provide an explanation for each line item expense.



B. Cost Per Person Served

CDBG	Program Year 2012 Request
1. CDBG Funding Request	
2. Total Program Budget	
3. Total Organization Budget (including other programs)	
4. % of Program Budget (Item 1 divided by item 2)	
5. % of Organization Budget (Item 1 divided by item 3)	
6. Unduplicated Clients to be Served	
7. Total Program Cost Per Client (Item 2 divided by item 6)	
8. Total CDBG Cost Per Client (Item 1 divided by item 6)	

C. Fiscal Management

Describe the organization's fiscal management including:

- financial reporting,
- record keeping,
- accounting systems,
- payment procedures, and
- audit requirements.

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**Applicant Signature Page**

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Chief Executive Officer / Executive Director  
Lead Applicant

Date

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Chief Executive Officer / Executive Director  
Co-Applicant

Date