

**City of Newburgh
Community Development Block Grant (CDBG)
2009 Application**



**Request for Proposals (RFP)
Youth Services**

May, 2009

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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.

What is the basis for the 2009 CDBG Grant Cycle?

There is a total of \$70,000 allocated from the City of Newburgh FY 2009 Entitlement Program for Youth Program Sub-grantees. The City of Newburgh is prioritizing proposals which leverage the funding available and maximizes the impact of the services provided via this initiative. Grants will be awarded in the amounts up to \$6,000 for single applicant organizations and up to \$15,000 for two or more applicant organizations that have demonstrated a collaborative approach to the provision of services.

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.).

What are the CDBG Program goals?

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the CDBG program. This requires that each activity, except certain activities carried out under the eligibility categories of Planning and Capacity Building, Program Administration, and Technical Assistance, meet specific tests for either:

1. Benefiting low- and moderate-income persons,
2. Preventing or eliminating blight, or,
3. Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs.

An activity that fails to meet one or more of the applicable tests for meeting a national objective is in noncompliance with CDBG rules.

Who is eligible to apply for funding?

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

- Lead 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.
- Programming which provides services targeted to children middle school age and up during evening and weekend hours will receive preferential consideration for funding.
- Collaborative programs and partnerships are strongly encouraged to apply and will receive additional consideration through the selection process.

What are the Qualifications & Characteristics Sought for CDBG 2009 Funding?

The City of Newburgh is seeking grantees that possess the following qualifications and / or characteristics:

- A safe, healthy, nurturing environment for all participants;
- A well-developed system and sound fiscal management to support and enhance programming;
- Nurturing and positive relationships between all stakeholders including staff, participants, families and communities;
- A diverse staff that values each participant, understands their developmental needs and works closely with all stakeholders;
- A broad array of program offerings, activities and opportunities that support the social-emotional needs of all participants;
- Ability to support target outcomes and an understanding for how to utilize data as a tool for program planning, improvement and evaluation.
- Demonstrated ability to develop effective, responsive and culturally competent programs for children and youth;
- Demonstrated ability to cultivate effective partnerships and leverage resources;
- Demonstrated passion, enthusiasm, commitment and creativity to serving children, youth and families.

How will Proposals be Screened?

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

- 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

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
Completed proposals submitted to City Hall	June 2, 2009 (by or before 3 p.m.)
Selection Committee Review	On or before June 12, 2009
Selected candidates notified	On or before July 14, 2009
Program Cycle Begins	July 31, 3009
Program Cycle Ends	June 30, 2010
Grantee Final Reports Due	June 30, 2010 or 30 days after end of program to be funded, whichever comes first.**

* Timeline subject to change

** Final payment voucher must be submitted with final report for processing.

How Do I Apply?

Please complete and submit the attached application form, application narrative, budget development form and applicant signature page to the following:

Lourdes Zapata, Planning & Development Director
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 Lourdes Zapata at lzapata@cityofnewburgh-ny.gov.
- Any questions about this opportunity can be directed to Lourdes Zapata, Planning & Development Director via email at lzapata@cityofnewburgh-ny.gov.

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

Submission Deadline:
June 2, 2009
3 P.M.



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Application Cover Form

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:

AMOUNT OF FUNDING SOUGHT:

(Maximum grant amount is \$6,000 for single applicants, \$15,000 for two or more applicants)

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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.

- 1). Name/Title of Program to be Funded

- 2). Brief Summary (2-3 Lines) of Program

- 3). Each Applicant Agency: Give a brief description of your organization/agency, including your mission/goals, population served and types of services provided.

- 4). Each Applicant Agency: Please describe your organization's experience in providing / coordinating programs and services to children and youth. In your estimation, what are the characteristics of a quality program?

- 5). Partnerships: If this application is being submitted jointly with another organization, please describe prior collaboration(s) including funding source(s), staffing patterns, activities and program outcomes.

5a). Please detail the role each organization will take in the implementation of this grant.

- 6). Work Plan

- 6a). What is the need within the City of Newburgh you have identified and are attempting to address with this program?
- 6b). Describe the proposed program to be funded under this grant, including how you will reach your target audience, program start and end dates, planned activities, how the program will be managed and staffed.
- 6c). Why have you chosen this program model?
- 6d). How does this program link with other services in the community? How will you ensure that your services are not duplicative of other existing programs?
- 7). 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.

<p>Need:</p> <p>Goal:</p> <p>Target Audience: <i>(include demographic information about your client base)</i></p> <p>Number of Clients to be Served Under This Grant:</p> <p>Frequency of Service: <i>(i.e. Monday – Friday, 8:30 a.m. to 4 p.m.)</i></p> <p>Strategy:</p>				
INPUTS (Partners, \$, staff, resources)	ACTIVITIES (what will the program do with the inputs?)	RESULTS (Changes in knowledge, skills, behavior, social conditions, etc.)		
		SHORT TERM	MEDIUM TERM	LONG TERM

- 8). Intake: Indicate eligibility requirements for program participants and which income benefit category you expect to meet.
- 9). Each Applicant Agency: Please describe the fiscal infrastructure of your organization. If selected, what is the organizational capacity for entering into such a contract?
- 10). Each Applicant Agency: Please describe any prior funding received via the City of Newburgh (i.e. CDBG, 21st Century, etc.), including year awarded, dollar amount and percentage of total organizational budget. Describe proposed program, final service results and how the final results measure against proposed results. If your program has not concluded, indicate anticipated completion date and whether this date reflects a delay from the original anticipated completion or is on target. If this is not applicable to your organization, please note.
- 11). 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 Description

- 12). Did your organization received CDBG youth funding in 2007 or 2008? If so, please respond to the following questions. If this is not applicable to your organization, please note.

FY 2007

Amount of Funding Received:

Number of Individuals Served:

Description of Program Funded (2-3 sentences):

Status of Project:

FY 2008

Amount of Funding Received:

Number of Individuals Served:

Description of Program Funded (2-3 sentences):

Status of Project:

- 12a). Please describe how this current proposal represents a new or expanded (i.e. increase in population to be served) service from the prior year(s). *Please note: programs which have received funding in these years which fail to demonstrate that the current proposal will provide a new or expanded service will not be eligible for funding in 2009.*

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Budget Development Form**

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.

Cost / Item	2009 Budget Allocation			In-Kind Contribution			Total Program Cost
	Lead Applicant	Co-Applicant	Total	Lead Applicant	Co-Applicant	Total	
Personnel Costs (please include applicable benefit rate)							
Total Personnel Costs:							
Program Operating Expenses							
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)							
Total Program Operating Expenses:							
GRAND TOTAL/FUNDING REQUESTED:							

Program Cost Per Participant	
(A) Number of Participants to be Served	
(B) Total Funding Requested	
(C) Cost per Participant (B ÷ A)	

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Applicant Signature Page

Chief Executive Officer / Executive Director
Lead Applicant

Date

Chief Executive Officer / Executive Director
Co-Applicant

Date