City of Newburgh
Community Development Block Grant (CDBG)
Youth Services
Request for Proposals (RFP)
2013 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 2013 Grant process will support programs that further community education goals, prevent gang violence and youth criminal activities, deter youth from joining gangs and to redirect gang involved youth from gang activities. Efforts have been prioritized that target public services to low income families including literacy, education, and job training services.

Priority Areas/ Mission: To address service delivery gaps in the development of youth programs with an emphasis to reach high risk youth. The City aims to provide grants to individual consultants and not for profit programs to support activities addressing the reduction of youth violence, gang reduction, promotion of literacy, and youth employment.

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

Services provided during Non-Traditional hours:
The City will support applications that support activities during untraditional hours and times. For example, the time between summer camp and the beginning of the school year or weekend evenings.

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 /community development.

Youth Workforce/ Entrepreneurial Development
The City will take applications for workforce development programs.

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 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 or qualified contractors and youth service businesses. (***Private Citizens are not eligible to apply for funding).*
- The program requesting funding must serve youth **(under age 21)** who are residents of the City of Newburgh.

What is the Selection Process and Timeline?

Task	Due Date
Release RFP	May 24, 2013
Proposals Due	June 7, 2013
Submitted to City Council for Review	June 13, 2013
Awards Announced	By end of June 2013

Applicants will be selected and contracts issued for availability of funding during the 2013 year.

How will Proposals be Screened?

Factor	Criteria	Points
Quality of the Proposal	Complete and appropriate amount of requested information in an organized and readable format.	0 - 5
Need	Clearly addresses serving underserved youth, and providing services during non-traditional hours, community need, youth violence, workforce development,	0 – 10
Project Description	Clear description of activities and connection with needs that will lead to an effective program or project.	0 - 10
Beneficiaries	Clear description of beneficiaries and benefit to low and moderate income individuals and families. Does the program reach the at-risk youth? Is there an identified outreach method?	0 – 10
Program Delivery/ Organizational Capacity	Applicant capacity to administer the program, appropriate staffing, applicant capacity to manage budgets, contracts, reports and compliance with federal regulations.	0 – 10
Budget	Clear use of grant funds, substantiated costs broken out by line item, appropriate total cost. Substantiated support including funding and non-funding resources.	0 – 10
History	Does the organization/ program have a good track record successfully completing previous CDBG grants?	0 - 5

How Do I Apply?

Please complete and submit the attached application form, application narrative, budget development form, applicant signature page **and (5) five 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 on the City's website.
- Any questions about this opportunity can be directed to Courtney Kain, Community Development Director via email at 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.

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

Submission Deadline:
June 7, 2013
4 P.M.

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Anti Gang – Youth Violence Prevention
2013 Application

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:**

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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:**

2). **Program Summary:**

3). **Organizational Capacity:** Provide background on your organization including 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). **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.

5). **Work Plan**

5a). Provide a description of the program

6). If partnering with another agency please detail the **role** each organization will take in the implementation of this grant.

7). Please explain how this program is a **new or expanded service** and **serves underserved youth?**

8). **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

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	2013 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							
Total Program Operating Expenses:							
GRAND TOTAL/FUNDING REQUESTED:							

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 2013 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

Please submit your tax returns and/ or audited Financial Statements for the last two years.

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Applicant(s) Signature Page

Chief Executive Officer / Executive Director Date
Lead Applicant

Chief Executive Officer / Executive Director Date
Co-Applicant