

Community Development Block Grant (CDBG) Request for Proposals  
FY 2020  
FAIR HOUSING SERVICE GRANT RFP GUIDELINES

Application Available – December 20, 2019

Proposals Due Date – January 24, 2020

City of Green Bay – Redevelopment Authority  
100 N. Jefferson Street, Room 608  
Green Bay, WI 54301

## FAIR HOUSING PUBLIC SERVICE GRANT

Welcome to the City of Green Bay's Community Development Block Grant (CDBG) Program FY 2020 Request for Proposal (RFP). The City of Green Bay receives a Community Development Block Grant (CDBG) annually from the U.S. Department of Housing and Urban Development (HUD) to fund activities that primarily benefit low- and moderate-income (LMI) residents of Green Bay. These funds are based on a formula for entitled cities and counties.

The City of Green Bay is using a competitive application process to make a portion of its CDBG funds available to a non-profit group who will administer a fair housing services program for the City of Green Bay. The program should provide the following services, enforcement, training and technical assistance, education and outreach. The City of Green Bay defines fair housing services as a high priority need and the United States Department of Housing and Urban Development (HUD) requires that the City utilizes a portion of its CDBG funds toward the promotion of fair housing. The City has set aside a 2019 allocation of \$20,000 for the purpose of providing fair housing services.

The CDBG Fair Housing Application is attached and available on the City of Green Bay Community Development web page at the following link: <https://greenbaywi.gov/336/Residential>, or in the City of Green Bay Community and Economic Development Department, Room 608, City Hall, 100 North Jefferson Street.

Organizations are encouraged to apply if you feel your organization is qualified. Applications will be accepted from December 20, 2019 to January 24, 2020, at 4:30 p.m. An original and one (1) complete copy (including attachments) of your application must be submitted to:

Redevelopment Authority of the City of Green Bay  
Attn: Krista Cisneroz  
100 N. Jefferson Street, Room 608  
Green Bay, WI 54301

Only completed applications received by the deadline will be considered. If you have additional questions, you may contact Krista Cisneroz, Community Development Specialist at (920) 448-3404.

**City of Green Bay  
Community Development Block Grant Program  
Fair Housing Project Application**

**Section A: Primary Information**

1. Applicant/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

2. Amount of CDBG Funds Requested \_\_\_\_\_ \$20,000.00 \_\_\_\_\_

3. Person to Contact about this Application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

4. Type of Organization            Nonprofit \_\_\_\_\_            Government \_\_\_\_\_

5. Have you been awarded CDBG funds in the past five years?    Yes \_\_\_            No \_\_\_

If "yes" please indicate when and how much \_\_\_\_\_

\_\_\_\_\_

6. **Activity Purpose.** Does your activity primarily conduct the following?

• Help prevent homelessness?    Yes \_\_\_            No \_\_\_

• Help the homeless?            Yes \_\_\_            No \_\_\_

• Help those with HIV/AIDS?    Yes \_\_\_            No \_\_\_

• Help persona with disabilities?    Yes \_\_\_            No \_\_\_

**Please attach narrative for the following questions:**

7. **Project Description:** Please provide a narrative describing your project. Describe: WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it, and WHAT you will fund with CDBG funds?
8. **Project Need:** What unmet community need (s) will your project address, how did you determine that this need(s) exists, and how will your project address this need(s)?
9. **Self Sufficiency:** How will your project foster self-sufficiency of the client population served? Describe any factors that make your proposal unique or innovative:
10. **Location of Project:** Please provide the actual address(es) where your staff implementing this project will be physically located. Also please describe the primary service area(s) for this project; that is, the geographic area from which most clients will come (e.g. by street, neighborhoods, communities, or census tracts). If the service area is Citywide, please state that, but if beneficiaries tend to come from certain neighborhoods, areas or parts of the City, please identify those areas.
11. **Project Goal:** Please explain and list your project goals.
12. **Beneficiaries:**
  - Estimate the total number (unduplicated) of people who will directly benefit from this project.
  - Estimate the total number (unduplicated) of low –and moderate – income people who will directly benefit from this project.
  - What percentage of the total people served is expected to be of low-and moderate – income?
  - What is the estimated number of minority people/households to be served by this project?
  - Please identify any racial or ethnic minority groups targeted for services.
13. **Organization Experience and Capacity:** Please explain your organizations experience and capacity for the project.
14. **Community Development (Collaboration):** Will you enter into partnership with any other organization(s) to undertake this project? Yes No if “yes” please list the organization(s) and its contribution(s).  
  
Is this proposed project coordinated with or a part of any ongoing housing or community development program? Yes No If “yes”, explain how:
15. **Budget:** Please supply a Budget for the project for which you are requesting funds (Revenue Sources and Expenditures).
16. **Timing:** Any CDBG funds awarded must be fully expended within 12-month period from the date of the contract signing. Please indicate how the activities will be undertaken and funds sent to meet this time frame requirement.

17. **Leveraging:** Please explain any leveraging this project will include.

18. **Marketing and Outreach:** Please describe how you will outreach and market your program.

**Please also attach the following information to this application:**

- List of Board of Directors
- Mission of Agency/Organization
- Any supporting information as necessary.

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Signature of Applicant/Agency Representative

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Date



## FY 2019 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

### FY 2019 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2019 Income Limit Area	Median Family Income (Explanation)	FY 2019 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Green Bay, WI HUD Metro FMR Area</b>	\$81,800	Very Low (50%) Income Limits (\$) (Explanation)	28,650	32,750	36,850	<b>40,900</b>	44,200	47,450	50,750	54,000
		Extremely Low Income Limits (\$) * (Explanation)	17,200	19,650	22,100	<b>25,750</b>	30,170	34,590	39,010	43,430
		Low (80%) Income Limits (\$) (Explanation)	45,850	52,400	58,950	<b>65,450</b>	70,700	75,950	81,200	86,400

**NOTE:** Brown County is part of the **Green Bay, WI HUD Metro FMR Area**, so all information presented here applies to all of the **Green Bay, WI HUD Metro FMR Area**. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Green Bay, WI HUD Metro FMR Area**.

The **Green Bay, WI HUD Metro FMR Area** contains the following areas: Brown County, WI; and Kewaunee County, WI.

\* 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.