

**CITY OF OSHKOSH, WISCONSIN**  
**2010 Community Development Block Grant Program**  
**May 1, 2010 - April 30, 2011**

**Proposal Packet**



**Department of Community Development**  
**215 Church Ave, Oshkosh, WI 54903-1130**

## Introduction and Instructions

*(Please note that this is not the application for the Public Service Consortium activities)*

As a Community Development Block Grant (CDBG) entitlement community, the City of Oshkosh receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD). The primary goal of the CDBG program, as outlined by Title I of the Housing & Community Development Act is the development of viable communities, by providing decent housing and suitable living environment and expanding economic opportunities, principally for persons of low and moderate incomes.

Any organization wishing to submit a proposal for a project or program to be considered for CDBG funding must complete the attached application. **Proposals for the 2010 Program Year are due by Monday, October 05, 2009 by 4:00 p.m. in Room 204 of Oshkosh City Hall.** No fax or e-mail copies of the application will be accepted. **No exceptions will be granted to this deadline.**

Proposals will be reviewed for eligibility under HUD's CDBG program regulations and for consistency with the City of Oshkosh's Consolidated Plan as well as the City's Comprehensive Plan. Proposals meeting these criteria may be recommended for inclusion into the City's 2010 CDBG Action Plan which will be reviewed by the Plan Commission, with final approval by the Oshkosh Common Council.

A neighborhood public hearing will be announced and held to hear public comments on the proposed budget for the 2010 Action Plan. The Plan Commission will then review and provide comments on the 2010 Action Plan and the 2010-2015 Capital Improvement Plan, which will then be forwarded to Common Council for anticipated final approval.

Once adopted, the Action Plan will be forwarded to HUD for a final compliance review. After HUD's review and acceptance of the Plan, funds are anticipated be available by July 2010, but this date is subject to change.

Please contact David Buck at the City of Oshkosh Department of Community Development for questions regarding your proposal or if you need assistance in completing the proposal. Mr. Buck can be reached at 920-236-5062 or in Room 204 of Oshkosh City Hall, 215 Church Avenue or by email at [dbuck@ci.oshkosh.wi.us](mailto:dbuck@ci.oshkosh.wi.us).

## National Objectives

All requests for CDBG funding must meet at least one national objective. Failure to address at least one national objective may make the request ineligible. **Check the national objective that would be addressed by this proposal.**

### National Objective

1.  Provide a benefit for extremely low, low, or moderate income households and individuals. Current income limits for these categories are as follows:

<u>Household Size</u>	Extremely		
	Low	Low	Moderate
	<u>0-30%*</u>	<u>30-50%*</u>	<u>50-80%*</u>
1	14,050	23,400	37,450
2	16,050	26,750	42,800
3	18,050	30,100	48,150
4	20,050	33,450	53,500
5	21,650	36,150	57,800
6	23,250	38,800	62,050
7	24,850	41,500	66,350
8	26,450	44,150	70,600

\*as a percent of the 2009 Appleton-Oshkosh-Neenah, WI MSA median income levels.

- a.  Provide a benefit to clientele that are generally presumed to be extremely low, low, or moderate income such as abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, or migrant farm workers.
2.  Aid in the prevention of slums and blight, which is limited to activities designed to eliminate specific conditions of blight or physical decay on an area or spot basis.
3.  Meet other community development needs that are urgent due to conditions that pose a threat to public health or welfare. These are typically in response to a major disaster, such as a tornado or flood.
4.  Exempt, project is CDBG administration or planning related.

### Project Category

Check the activity that best fits this proposal:

<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Housing	<input type="checkbox"/> Special Economic Development
<input type="checkbox"/> Public Services	<input type="checkbox"/> Planning	<input type="checkbox"/> Public Facilities & Improvements
<input type="checkbox"/> Administration	<input type="checkbox"/> Historic Preservation	



**15. Please fill out the following budget sheet (for entire agency):**

Revenue	2008 Actual	2009 Budget	2010 Proposed
CDBG			
County Aid			
Federal/State Funds or Grants			
Fees for Services			
Fundraising/Dues			
Foundations			
United Way			
Investments			
Endowments			
Donations/Other			
Total Revenues			

Expenses	2008 Actual Total	2008 CDBG Funded	2009 Proposed Total	2009 CDBG Funded	2010 Proposed Total	2010 Proposed CDBG Funded
Salaries						
Employee Benefits						
Occupancy						
Program/Office Materials/Supplies						
Communication						
Professional Develop/ Conferences						
Total Expenses						

**16. Please Provide a Budget for the Project which you are requesting CDBG funds:**

Item	Total Amount	CDBG Amount	Other
Personnel Costs			
Supplies & Services			
Totals			

**17. Use of CDBG Funds:** Provide a specific description, including staffing, of the activity or activities that will be funded with CDBG funds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**18. Local Needs:** State specific local needs or problems which your proposal intends to address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. List the number of program participants (for activities that serve clientele or provide jobs):**

5/1/08 - 4/30/09	(had been projected) _____	(actual) _____
5/1/09 - 4/30/10	(projected) _____	
5/1/10 - 4/30/11	(projected) _____	

**20. What percentage of those served will be City of Oshkosh residents? \_\_\_\_\_%**

**21.** What percentage of program participants fall into the category of extremely low, low, or moderate income individuals or households (as defined previously in the instructions)?

---

**22.** Goals/Evaluation: Describe the goals and objectives of the proposed activities in **quantifiable terms** and the **methods that will be used to measure performance** in relation to the goals and objectives: \_\_\_\_\_

---

---

---

---

**23.** If your agency receives partial or no funding for the proposed project, would you be able to raise the remainder of the funds to operate the program? \_\_\_\_\_

---

---

---

**24.** Do your services/activities leverage the involvement of volunteers? How many and in what capacity (do not include board members attending meetings)? \_\_\_\_\_

---

---

---

---

**25.** Are there other agencies that provide similar programs or services for City of Oshkosh residents? How is your program unique? \_\_\_\_\_

---

---

---

---

26. How will your organization document LMI eligibility of program participants? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

27. How long do you anticipate needing CDBG funds? Check one that applies.

<input type="checkbox"/>	Continuously
<input type="checkbox"/>	At least 3 years
<input type="checkbox"/>	2 years or less
<input type="checkbox"/>	On an intermittent basis

28. What is the dollar amount attributed to administrative costs, both entire agency and program? List the items included in the administrative cost figures.

Administration Costs Total Agency	Administration Costs Program Total	CDBG Amount