

**Notice of Funding Availability (NOFA)**

**Microenterprise Assistance Program (MAP)**

**NOFA Information**

CITY OF RACINE, WI

Issue Date: April 11, 2025

Closing Date: May 1, 2025

**Contact**

Housing Division

730 Washington Ave.

City Hall, Room 304

Racine, WI 53403

Phone: (262) 636-9197

Please read Program Guidelines at website: <https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-8-Section-108.pdf>

**Applicant Information – Must Be Completed and Submitted by All Applicants**

|  |  |
| --- | --- |
| **Organization Name:** | Click here to enter text. |
| **Contact Name:** | Click here to enter text. |
| **Address:** | Click here to enter text. |
| **City:** Click here to enter text. | State: Click here to enter text. | Zip: Click here to enter text. |
| **Phone:** Click here to enter text. | Fax: Click here to enter text. |  |
| **E-Mail:** Click here to enter text. |

**Return Applications and Required Attachments by 4:00 p.m. on May 1, 2025**

ATTN: MAP APPLICATIONS

Housing Division

730 Washington Ave.

City Hall, Room 304

Racine, WI 53403

**EMAIL:** **NSDAPPLICATIONS@CITYOFRACINE.ORG**

**COPIES MAY BE PLACED IN THE RED MAILBOX OUTSIDE THE WEST DOORS OF CITY HALL**

REQUESTS FOR REASONABLE ACCOMMODATION

The City of Racine’s Department of City Development (hereafter referred to as the “City”) will provide reasonable accommodation to allow for equal participation in the Request for Proposal (RFP) application process. To request a reasonable accommodation, please contact Brittany T. Brown via email  brittany.brown@cityofracine.org. This document will be provided in alternate formats, upon request.

ACCESS TO REFERENCED DOCUMENTS

This document contains active hyperlinks. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this RFP by contacting Brittany T. Brown at 262.636.9276 or email brittany.brown@cityofracine.org. All documents will be available on City Development’s website.

NOTICE OF SOLICITATION

In addition to providing required notification via the City’s publication of record, *The Racine Journal Times*, the City will provide notification to all known interested parties and to other organizations and individuals currently on the Department’s e-mail distribution list. A copy of this Request for Proposal (RFP) will be posted to the department’s website at

<https://www.buildupracine.org/business-financing/hud-resources/>

Failure of the City to notify any interested party or parties directly, regarding the availability of this NOFA, shall not void or otherwise invalidate the NOFA process.

AVAILABILITY OF FUNDS

The City of Racine has an undetermined allocation for the MAP program, as outlined in the 2025 Annual Action Plan, and is seeking applications from qualified small business development agencies to administer the program.

**A minimum funding request amount of $50,000 is required to apply for funding.** Agencies that submit applications with a funding request less than $50,000 will not be considered for funding. At least half of the funding requested must be used for capital services.

# CONSULTATION AND CITIZEN PARTICIPATION PLAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The United States Department of Housing and Urban Development (HUD) program regulations require that citizens be given the opportunity to examine and appraise the City’s use of funds. Citizens are afforded an opportunity to participate by membership on the CDBG Advisory Board (CAB) and by attendance at Board meetings throughout the review and recommendation process. All CAB meetings are open to the public and published on the City’s website. Members of the CAB establish priority funding categories based on the needs of the community and are responsible for making funding recommendations for the use of the funds made available.

Applicants will present their applications to the review panel and public as part of the review process, allowing applicants the opportunity to answer questions or clarify their project goals.

DESCRIPTION of SOLICITED SERVICES

Through this NOFA, the City of Racine is soliciting applications from eligible lenders to provide financial and technical assistance to microenterprises in the City of Racine. **No individual small businesses are eligible for assistance through this NOFA.**

For the purposes of this NOFA a “microenterprise” (ME) is a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. "Persons developing microenterprises" means persons who have expressed interest and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed.

ME’s are the smallest, least visible portion of the business world but are one of the major job generators in our economy. They range in type and capacity and include a range of service providers and retail businesses. Some examples of microenterprises are the home-based daycare provider, the roving automobile mechanic, or the hairdresser who serves the neighborhood. Some microenterprise businesses are operated part-time, by owners who use the extra income to supplement wage and salary employment.

**Eligible Activities and Use of Funds by Selected Eligible Lending Partners**

**1. Capital Services**

Credit including, but not limited to, grants, loans, loan guarantees, Individual Development Accounts (IDAs) and other forms of financial support for the establishment, stabilization, and expansion of microenterprises. No individual grants or loans to microenterprises shall exceed $20,000. At least half of the requested CDBG amount must be allocated to capital services for MEs.

Examples:

* Using grant or loan financing to pay for working capital or to pay for marketing costs, operating expenses and inventory.
* Financing for furniture, fixtures and equipment (FF&E). Also, purchase and installation of equipment.
* Financing for payment of interior repairs and property improvements to owner and renter occupied commercial properties (including permits, engineering and architectural costs). These improvements may include ADA accessibility improvements.

**2. Technical Assistance**

Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises.

Examples:

* Technical Assistance classes, which provide business training and capacity building.
* Technical Assistance may be provided in the form of one-on-one training to help businesses develop financial management tools and inventory controls for their company or help develop a specific marketing plan. This does not include one-on-one application preparation for financial assistance noted above.

**3. General Support**

General support to owners of microenterprises and persons developing microenterprises may include such activities as: peer support programs, counseling, childcare, or transportation.

Examples:

* Funds for payment of transportation costs to allow ME participants to travel to and from classes and technical assistance.
* Funds for payment of child care services to support the ME Program participant in attending technical assistance activities.

Examples of **ineligible** uses of funds include:

* Assistance to non-profit agencies.
* Projects that assist development of housing.
* Payment of project costs incurred prior to NEPA review completion.
* Financial assistance to ME’s owned by persons/families above 80% county median, adjusted for household size.
* Assistance to a business with more than 5 employees including the owners.

Eligible ME Businesses

All ME businesses assisted by selected applicants must be owned by low and moderate income individuals. However, the level of review for required for income determinations differs among the three eligible activity types noted above. Capital Services requires a full income determination utilizing the IRS 1040 method. Technical Assistance and General Support services may utilize self-certification forms.

Eligible ME businesses and persons, once qualified, are eligible for these three services for up to three years, per 24 CFR 570.483(b)(2)(iv). MEs can be funded as existing or startup companies. Financial assistance must be provided only after underwriting and confirmation that the ME participant and their business are financially viable.

**Aiding the City of Racine in the Implementation of Section 3**

All agencies receiving MAP funding must assist the City of Racine in the implementation of our HUD Section 3 requirements by assisting the city, associated non-profits, and contractors working on Section 3 covered projects in the identification of Section 3 Business Concerns for contracting opportunities. This is not an eligible activity deliver cost as part of the MAP Program, but is expected as an in-kind service to the city in meeting our Section 3 objectives.

ELIGIBLE APPLICANTS

**Only certified Community Development Financial Institutions (CDFIs), and/or SBA 504-certified lenders are eligible to apply.** The City requires all applicants applying for funding have at least three years of experience with lending to ME businesses.

Eligible applicants are allowed and encouraged to enter in a collaborative partnership with other eligible applicants to administer their overall MAP Program. For instance, if Organization A lacks the capacity to perform Income Eligibility Determinations they may partner with Organization B to perform them on their behalf. Before project commencement, written partnership agreements detailing roles and responsibilities must be developed and on kept on file.

REPORTING REQUIREMENTS

The applicant will be required to report on approved performance measures, client financial, and demographic information for the City’s Consolidated Annual Performance Evaluation Report (CAPER), and other required information as requested by the City to comply with the City’s reporting requirements.

application EVALUATION AND CRITERIA

Racine City Development staff will review applications to ensure the minimum requirements are met. This review will include a threshold review to ensure applications specify and include the minimum criteria stated below.

**Projects must meet ALL three (3) criteria.**

1. The activity must be eligible under HUD regulations (24 CFR 570.200-570.207); and
2. The activity must benefit ME businesses; and
3. **A minimum funding request amount of $50,000 is required to apply for funding.** Agencies that submit applications with a funding request less than $50,000 will not be considered for funding.

All applications that meet the minimum threshold will be presented to the CAB. Past performance is critical and the CAB will be provided information relating to the applicant's past performance under the City’s grant programs as applicable. Prior performance includes timeliness of drawing down previous grant funds, performance meeting output and outcome goals, and overall contract compliance.

Applications will also be evaluated on a competitive process according to, but not limited to, the following criteria:

* The conceptual soundness of the project;
* The financial feasibility of the project;
* Demonstrated ability to implement and administer the program;
* The applicant’s ability to meet and maintain compliance with applicable federal, state, and/or local regulations, as identified.

The 2025 Annual Action Plan prioritizes applicants in this category that facilitate the creation and support of Disadvantaged Business Enterprises (DBEs) and businesses that are able to create living wage employment opportunities

required monitoring

Based on a Risk Assessment, the City may be required to conduct an on-site inspection by a City Representative, which may occur annually or every other year. This monitoring will include, but is not limited to, inspection of all records or other materials which the City deems pertinent to performance, compliance, or quality assurance in conjunction with the contract and program requirements.

UNACCEPTABLE submittals

Applications submitted that are not responsive to the minimum requirements of the solicitation are unacceptable and shall not be considered. Unacceptable applications are those which are subject to at least one (1) of the following shortcomings:

1. Clearly demonstrates that the applicant does not understand and/or address the essential requirements of the NOFA. The applicant would not be able to fully satisfy the requirements defined in the NOFA, or would be financially unstable or unable to provide the services in a timely manner.
2. Does not include the original application, including the signed assurance document.
3. Does not meet the deadline for submittal.
4. Does not include **ALL** the **required** information and documents as identified as part of the application and does not submit in the required format.

Applicant agencies must demonstrate access to sufficient non-CDBG financing to accomplish a national objective through the application, if necessary; otherwise the application will not be accepted. The applicant must have non-federal financing secured if funds beyond the requested CDBG funds are needed to fulfill a national objective. Please attach evidence of financing with the other attachments in accordance with Question #16 of the application.

Applicant agencies must demonstrate site control through ownership or a formal lease arrangement extending throughout the period during which activities must take place to meet the intended CDBG national objective; otherwise the application will not be accepted.

CONTACT

Veronica Seymour

Manager of Housing

730 Washington Ave.

City Hall, Room 304

Racine, WI 53403

Phone: (262) 636-9197

Email:  Veronica.Seymour@cityofracine.org

Brittany Brown

Community Development Program Specialist

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City Hall, Room 304

Racine, WI 53403

Phone: (262) 636.9197

 Email: brittany.brown@cityofracine.org

QUESTIONS FROM APPLICANTS and response by the cIty

Inquiries regarding the content of this NOFA must be submitted to the City in writing, no later than Thursday May 1, 2025 **at 4:00pm** and time indicated in the Anticipated Timelines section of the NOFA. Questions received after this date and time will not be answered. Questions may be submitted electronically or via U.S. mail to either contact person identified in the Contact Section of this NOFA. City will time- and date-stamp all questions received via U.S. mail.

The City will provide a written response to each question received, and, as applicable, will issue any resulting amendments to this NOFA no later than the date indicated in the Anticipated Timelines section of the NOFA. A response will be provided electronically via email to the applicant, and simultaneously to any other interested party who have provided the City with a valid email address. Responses will also be posted on the City’s website.

INSTRUCTIONS FOR SUBMITTAL

Applications will be considered as submitted and the City will not contact the agency for corrections to the applications. Applications postmarked prior to the deadline but not received by the City by the deadline will be considered unresponsive and are ineligible for consideration. Applicants are strongly encouraged to carefully review the instructions and anticipated timelines associated with this announcement.

Applicants may submit applications in either electronic form or hard copy. If hard copy, applicants must provide one (1) complete original with an original signature on the Acknowledgement of Required Assurances including any required documents and attachments and one (1) electronic copy. Applicants must use the forms provided, and may request Microsoft Word versions via nsdapplications@cityofracine.org. If submitting a hard copy, please notify the City of Racine of your agency’s intent to do so at nsdapplications@cityofracine.org prior to submission.

The application must be signed by a person authorized to bind the agency in a contract. **ALL** pages, including attachments must be numbered, either electronically or by hand.

Each page of the response must be numbered and document footers must contain the name of the applicant organization.

OWNERSHIP OF MATERIAL

Responses, applications, and other materials submitted in response to this request become the property of the City, are documents of public record, and will not be returned. By submitting an application, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in the application.

PROPOSAL costs and payment of contingent fees

The City is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation are the responsibility of the applicant, including travel costs to attend workshops, presentations, public meetings, and/or contract negotiation sessions.

In the event that the applicant’s application was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting award.

ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a response to this NOFA, the applicant acknowledges and accepts all terms and conditions of this request and all City and State regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the applicant’s application will become part of the contract agreement. The applicant is bound by the terms of the application unless the City agrees that specific parts of the application are not part of the agreement. The City reserves the right to introduce different or additional terms and/or conditions during final contract negotiations. Applicants will be required to enter into a formal written agreement with the City.

RIGHT TO REJECT OR NEGOTIATE

The City reserves the right to reject any or all applications, if such a rejection is in the City's best interest. This NOFA is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the City. The City may withdraw or modify this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the City reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the City reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this NOFA.

contract award and notification to selected applicants

After the environmental reviews are approved by City staff, a contract will be developed. Awarded contracts will become effective on the date signed by the Mayor or the appointed representative. CDBG funds will not be committed prior to the execution of an agreement with the City of Racine.

New applicant agencies must demonstrate financial sustainability sufficient to undertake the proposed activity, or must secure a fiscal agent with at least five years of federal grant experience if the applicant does not have at least five years of federal grant experience. A nonprofit fiscal agent can offer numerous services as part of the arrangement. At minimum, the fiscal sponsor must retain supervision and management of funds in accordance with 2 CFR 200; ensure timely submission of reimbursement invoices and project updates; keep records proving that funds are used for tax-exempt purposes within applicant’s mission and project proposal; and ensure that funds are used in accordance with all local, state and federal regulations.

Applicant agencies must be able to demonstrate sufficient financing to accomplish a national objective through the activity.

References may be requested as part of the City’s due diligence process.

# EXPECTED TERM OF RESULTING AGREEMENT

The initial contract period shall be for 18 months. At the discretion of the City (and informed by availability of Federal funding), the period of performance may be adjusted for the CDBG – MAP contracts. Extending or renewing contracts will also be based on the contractor’s performance.

RIGHT TO APPEAL

Applicants whose applications are not selected have the right to appeal the decision of the City, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the City shall be final.

An aggrieved applicant may, within seven (7) business days after the selection of prospective eligible projects, appeal in writing to the Director of City Development or their designee. The appeal must state all facts and arguments upon which the appeal is based. The Director, or the appointed Designee, will review the content of the City’s solicitation document (NOFA), the applicant’s application, and the facts which form the basis for the appeal. The Director, or the appointed Designee, will render a written decision within thirty (30) business days of the receipt of the appeal.

CANCELLATION OF APPLICATION

The City reserves the right, with or without cause, to cancel any contract resulting from this NOFA with a thirty (30) calendar day written notice sent by certified mail, return receipt requested, to the applicant’s address of record, as indicated on the applicant’s application to this NOFA (or last known address on file).

NOTIFICATION of required assurances

Applicants who are awarded a contract agree to provide services in accordance with the requirement of the contract, and with the statutes, regulations, requirements, and policies identified below, including but not limited to:

**Conflict of Interest**: The Applicant covenants that no person who presently exercises any functions or responsibilities in connection with the City of Racine’s Community Development Block Grant (CDBG) program has any personal financial interest, direct or indirect, in this Agreement. The Applicant further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/application, no person having any conflicting interest will be employed. Any interest on the part of the Applicant or its employees must be disclosed to the City.

No officer, employee, or agent of the Applicant shall participate in the selection, award, or administration of activity funded in whole or in part with CDBG funds if a conflict of interest, real or apparent, would exist, nor shall their families, or those with whom they have business ties, so benefit.

**Changes to Scope:** For agencies that are funded with CDBG funds, if any changes are made to the scope, location, and/or beneficiaries of the program, the agency will be responsible for any costs associated with public notices placed in the Racine Journal Times the City’s legal paper of record, notifying the public of the programmatic change.

**Environmental Review:** All projects will need to have an environmental review completed in accordance with the National Environmental Protection Act (NEPA). The scope of the environmental review will depend on the nature and size of the project. If the project requires an environmental assessment (EA) level review as defined in HUD regulations, the City may need to incur costs related to the completion of the EA. If this is the case, the cost will be passed on to the applicants a project cost. Once the funding application is received, the applicant cannot take any choice limiting actions until the EA is complete. Choice limiting actions include the acquisition of property, beginning construction activities, signing binding contracts, etc. If a choice limiting action is taken without the EA being completed, it will disqualify the project for federal funding.

**Choice Limiting Actions:** HUD only allows the use of purchase and sale contracts conditioned on completion of the environmental review for the purchase of existing one to four single family units. Conditional purchase contracts cannot be used for any other acquisition project (i.e. multi-family housing projects with more than four units). The responsible entity or applicant may enter into a purchase option on these projects if the option agreement meets the standards of Part 58.22(d). (Applicants will need to work with City staff to ensure that the option agreement meets the requirements of Part 58.22(d)).

Regulations at 24 CFR Part 58.22 make it clear that a recipient, any participant in the development process (including public or private nonprofit or for profit entities) or any of their contractors may not commit HUD or non-HUD funds on a project until the environmental review process has been completed and the Request of Release of Funds and related certification have been approved, if needed.

*The City may request applicants submit a Phase I environmental, or other related studies, if applicable.*

*CDBG Public Services are generally categorically excluded under the NEPA. However, this determination must be made on a case by case basis prior to projects proceeding.*

**Equal Employment Opportunity**: This law prohibits discrimination against any employee or application for employment because of race, color, religion, sex, or national origin. Provisions to effectuate this prohibition must be included in all construction contracts. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color or national origin.

**Section 3 Requirements:**  For all contracts exceeding $100,000 Section 3 requires that, to the greatest extent feasible, opportunities for training and employment arising from the project will be provided to low income persons residing in the program service area. To the greatest extent feasible contracts for work to be performed in connection with the contractor will be awarded to business concerns that are located in or owned by person residing in the program service area. A Section 3 plan for the project will be required to be completed prior to the start of construction and a Section 3 clause will need to be included in any construction contracts.

**MBE/WBE** *:* Developers of federally funded housing projects *must adopt* procedures to establish and oversee a minority outreach program to ensure, to the maximum extent possible, that minorities and women, and businesses owned by minorities and women (MBE/WBE’s) are offered contracts. Applicants will need to include an outreach plan and include MBE/WBE provisions in all construction contracts.

**Handicapped Accessibility**: All projects must comply with the following federal accessibility laws:

1. Americans with Disabilities Act.
2. Fair Housing Act.
3. Section 504.

**Financial Management**: The applicant agrees to comply with the City and Federal audit requirements contained in the Office of Management and Budget Super Circular 2 CFR 200 which requires that non-profit organizations expending $750,000 or more in federal funds in a fiscal year must secure an audit.

**Other Federal Requirements**: Recipients of CDBG funding will be required to comply with all federal laws and requirements including all OMB circulars and other federal requirements not listed in these instructions. These requirements will be spelled out in the written agreement between the City and applicant. Further information is available on request.

**CITY REQUIREMENTS:**

* Compliance with the policies of the City of Racine, WI.
* Purchase of comprehensive liability insurance and bonding, as required by the City.
* Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.
* Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults.
* Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.
* Maintaining program and financial records for audit review and providing access to documentation upon request by the City.
* Submission of program and financial reports, as required by the City.
* Provide a detailed outline of outreach and community engagement strategies.

# ACKNOWLEDGEMENT OF REQUIRED ASSURANCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This page must be signed and submitted with the application**. Applications which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration.

By submitting the accompanying application and by my signature on this document, I understand and agree that any funding award resulting from this solicitation will require compliance with the signed agreement and with the regulations, requirements, and policies identified below, including but not limited to:

* HUD’s “[Economic Development Toolkit](http://www.hud.gov/offices/cpd/economicdevelopment/toolkit/edt_manual.pdf)”
* Compliance with the requirements of the [Americans with Disabilities Act Accessibility Guidelines](http://www.ada.gov/2010ADAstandards_index.htm);
* City of Racine, Section 3 Implementation Plan
* Completion of an environmental review, subject to the requirements of the [National Environmental Policy Act (NEPA](http://www.epa.gov/compliance/nepa/));
* [Contract Work Hours and Safety Standards Act (CWHSSA)](http://www.dol.gov/compliance/laws/comp-cwhssa.htm);
* [Equal Employment Opportunity Act](http://www.eeoc.gov/);
* [Minority and Women’s Business Enterprise (MBE/WBE)](http://www.omwbe.wa.gov/);
* [Lead Based Paint](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/disclosure);
* [Title VI of the Civil Rights Act of 1964](http://www.ourdocuments.gov/doc.php?flash=true&doc=97), as amended;
* [The Fair Housing Act](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights);
* [Equal Opportunity in Housing Act](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp);
* [Age Discrimination Act](http://www.dol.gov/dol/topic/discrimination/agedisc.htm);
* [Americans with Disabilities Act](http://www.ada.gov/);
* [Section 504 of the Rehabilitation Act](http://www.hhs.gov/ocr/civilrights/resources/factsheets/504.pdf);
* [Federal Funding Accountability and Transparency Act (FFATA)](http://www.gpo.gov/fdsys/pkg/PLAW-109publ282/pdf/PLAW-109publ282.pdf);
* [Compliance with Office of Management and Budget (OMB) Super Circular 2 CFR Part 200](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A110/2cfr215-0.pdf) (as appropriate);
* Compliance with policies of the City of Racine;
* Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.
* Purchase of comprehensive liability insurance and bonding, as required by the Ciyy;
* Completion of an annual financial audit, and/or as applicable, providing the City with a copy of the organization’s audited financial statement;
* Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults;
* Maintaining program and financial records for audit review, and providing access to documentation upon request by the City;
* Submission of program and financial reports, as required by the City;
* Certification that the firm, association, corporation, or any person in a controlling capacity or any position involving the administration of federal, state, or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted, or has not had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years.
* Certification that the firm is not bankrupt or under an administration appointed by the Court, or under proceedings leading to a declaration of bankruptcy; and provide any pending or known legal actions against the company.
* Certification that, in the past seven (7) years, the organization has not had any bankruptcy proceedings initiated against the Contractor (whether or not closed) and that there are no bankruptcy proceedings pending by or against the Contractor regardless of the date of filing;
* All pending or known litigation/court action(s) have been disclosed in the application.
* All pending or known potential HUD findings or corrective action plans have been disclosed in the application
* Certification that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/application, no person having any conflicting interest will be employed.

**Application Approval and Signature: The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.**

|  |
| --- |
| Click here to enter text. |

Printed Name and Title

|  |
| --- |
|  |

Signature

|  |
| --- |
| Click here to enter text. |

Agency

|  |
| --- |
| Click here to enter text. |

Date

**CITY OF RACINE**

**2025 CDBG MAP APPLICATION**

**Important Note:** Elaborate answers for the purposes of this application are not required. **Concise responses for most narrative questions will suffice as long as they convey the appropriate information**. Be sure to complete the entire application, including the required budget forms, and DO NOT FORGET TO INCLUDE THE SIGNED ACKNOWLEDGEMENT OF REQUIRED ASSURANCES FORM WITH THIS APPLICATION.

Entities submitting applications to the City of Racine, WI with altered or deleted questions presented in this application or with deliberatively deceptive responses will be considered to be fraudulent and denied CDBG funding, and may face civil and/or criminal penalties.

To ensure an equitable allocation process the following criteria must be met for all applications to be considered for funding. Applications will be screened for the following:

[ ]  Application is submitted by deadline.

[ ]  Application is complete, all questions have been answered.

[ ]  No questions have been deleted or changed.

[ ]  All documents requested have been provided.

[ ]  One (1) original properly marked and provided.

[ ]  Application packet and information is not bound in a folder or binder.

The following list of documents must include one (1) complete original:

[ ]  Acknowledgement of Required Assurances - Signed

[ ]  Organizational Information – See Question #18 and Attach relevant information.

[ ]  Section A Overview Information

[ ]  Section B Project Proposal Narrative

[ ]  Section C Proposed Activities & Beneficiaries

[ ]  Section D Outreach and Engagement Narrative

[ ]  Section E Program & Fiscal Management – Attach staff list.

[ ]  Section F Outcomes

[ ]  Section G Staff/Board Demographics

Applicants applying for CDBG MAP funds must answer the following questions and/or provide the requested information in response to this NOFA. Please be sure to complete the entire application, including the required budget forms.

**Organizational Information**

|  |
| --- |
| 1. Organization Legal Name:
 |
| 1. Physical Street Address (include City and Zip Code):

If the organization also has a separate office location within the City of Racine, please provide information for both the primary and City of Racine office locations |
| 1. Mailing Address (include City and Zip Code):
 |
| 1. Main Business Phone Number:
 |
| 1. Business Office Hours:
 |
| 1. Executive Officer Name:
 | Phone Number:  |
|  | Email Address:  |
| 1. Primary Contact Person:
 | Title:  |
|  | Phone Number:  |
|  | Email Address:  |
| 1. Fiscal Contact Person:
 | Title:  |
|  | Phone Number:  |
|  | Email Address:  |
| 1. Federal Tax ID No.:
 | Expiration Date:  |
| 1. UEI Number(s)
 |
| Federal Funding Accountability and Transparency Act (FFATA) Reporting System requirements:If awarded funds, the responses to the following two questions will be input into the Federal Sub-award Reporting System (FSRS) by City staff and the public will have access to this information on line at <http://www.USASpending.gov>.  |
| 1. In your business or organization’s previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive:
2. Eighty percent (80%) or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, sub-grants, and/or cooperate agreements; AND
3. $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements?

[ ]  Yes. You are **required** to respond to Questions #13 and #14.[ ]  No. Questions #13 and #14 are not applicable, proceed to Question #15. |
| 1. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under Section 13 (a) or 15 (d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 780 (d)) or Section 6104 of the Internal Revenue Code of 1986?

[ ]  Yes [ ]  No |
| 1. **Required only if your response to Question 12 is YES**. Provide Name(s) and Compensations of all highly compensated officers in your organization (including parent organization, all branches, and all affiliates worldwide).

Last Name Middle Initial Last Name Title Salary/Compensation                        **$**                             **$**      |
| CCR Number (cage code)  |
| 1. How long has the organization been in operation in the City of Racine? Enter N/A if the organization has never operated in the City
 |
| 1. Are other funds besides CDBG required to meet a national objective? (If so, please attach award letters) Yes/No:
 |
| 1. Has the organization operated under another name? [ ]  No/Not Applicable [ ]  Yes

If “Yes”, please provide the previous organization’s name(s):  |
| 1. Provide one (1) complete original of the following **REQUIRED** documents:
2. [ ]  New applicants and applicants with updates since the last NOFA, please include by-laws
3. [ ]  Recorded Articles of Incorporation
4. [ ]  Demonstrate that the organization has an actively engaged Board of Directors that provides oversight into the organization (include minutes from the past three (3) Board of Directors meetings)
5. [ ]  List of the Board of Directors including name, occupation, or affiliation, principle officers of the governing board. Applicants may also voluntarily provide information related to diversity in Section G.
6. [ ]  Internal Revenue Service (IRS) tax-exempt determination letter
7. [ ]  A copy of the organization’s most recent financial audit or if an audit has not been completed, reviewed financial statements by an outside third party
8. [ ]  A copy of the organization’s most recent monthly balance sheet and income statement
9. [ ]  Organization chart
10. [ ]  Organization mission and vision statements
11. [ ]  The strategic plan for the organization
12. [ ]  Provide any recent (within the last twenty four (24) months) site visit or program review reports received from monitoring entities (i.e. United Way, local or state government)
 |

1. **Overview Information.**
2. **Description of Activity:**  *(Please provide a one to two paragraph description of your project.)*

Response:

1. New or     Existing Program.
2. **Microenterprise Funding Break Out:**

|  |
| --- |
| **PROJECT BUDGET**- for microenterprise assistance applications |
| Funding Status | **Source 1** | **Source 2** | **Source 3** | **Source 4** | **Totals** |
| **CDBG** |  |  |  |
| Are the sources committed?If not, give a date when commitment expected**.** | [ ] Yes [ ]  No | [ ] Yes [ ]  No | [ ] Yes [ ]  No |
|       |       |       |
| **Activity Costs** |
| Grant Administration(CDBG contract execution, files and record keeping, civil rights compliance) |       |       |       |       |       |
| Program Administration(Organization management, outreach/marketing, loan processing, consultant fees) |       |       |       |       |       |
| Capital Services**\* *(At least half of the requested CDBG funds must be used for capital services)*** |       |       |       |       |       |
| Technical Assistance**\*** |       |       |       |       |       |
| Support Services**\*** |       |       |       |       |       |
| Totals |       |       |       |       |       |

**\* Includes staff hours for program delivery, one-on-one client counseling, classes, and**

 **business support. See the following pages for a guide regarding cost categories and**

 **instructions.**

****

***Budget Instructions***

Provide the total budget of the proposed CDBG project, subdivided by activity costs. Request only the level of funding needed to carry out the project. The grant request must be sufficient either by itself or included with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

**Source** - List the allocation of CDBG funds among activity costs in the Source 1 column. One recommended approach is to target CDBG funds towards fewer activities, limiting the need to meet federal procurement and fund tracking requirements.

State the name of another funding source in each column and list its allocation among the activity costs. Generally, Source 2 should be the grantees contribution if any, including in-kind resources.

**Funding Status** - For each funding source, indicate whether there is a firm funding commitment or, if not, when a firm commitment is expected. You will need to provide letters of award or commitment, or a final loan list from each committed funding source if awarded CDBG funds prior to grant execution.

**General Administration** - All applicants must complete this General Administration activity cost, whether they are requesting CDBG funds for administration or not. General Administration costs can be covered through local or in-kind contributions. Additional CDBG for administration is generally not available during the life of the project. In addition to identifying administrative expenditures, this information will guide the grant agreement’s budget and future project monitoring if your proposal is funded.

General Administration activities can include:

* Attendance at the CDBG grant management workshop by the local government staff responsible for CDBG general administration
* Review and execution of the CDBG contract
* Establishment of CDBG files and record keeping
* Processing and tracking grant payment requests and receipts
* Compliance with civil rights activities
* Grant close-out activities, including conducting final CDBG public hearing

Costs to include when computing the General Administration activity costs and detail in the Budget Assumptions are:

* *Personnel* - Compute all local government salaries, wages, and fringe benefits to be paid for general administration of the grant.
* *Office Costs* - Compute the costs of supplies. Include postage, telephone, equipment, leasing, printing and publication, and office costs.
* *Professional Services* - Compute legal, audit and other general administrative costs provided through professional service contracts, rather than staff. Professional services provided by the sub-recipient or its consultants are entered under the project administration activity costs.

If funded, these costs must be supported by payroll records, invoices, etc. before grant reimbursement. Please contact CDBG staff if you have questions on administrative costs.

|  |  |
| --- | --- |
| General Administration activity costs do not include the administrative costs for implementing the project activities, such as microenterprise program management, which is a project administration activity cost. General Administration does not include any costs associated with the preparation of a CDBG application, which are ineligible for CDBG funding.**Project Administration -** Enter project administration costs directly related to project implementation and carrying out the CDBG project that are not listed under another activity cost. Eligible project administration activities include, but are not limited to:* Processing client requests for assistance
* Project management activities by the sub-recipient

Explain all costs in the budget assumptions. | Project management and the environmental review can be conducted by staff or by the City. To be eligible for CDBG reimbursement, staff must maintain payroll records or a consultant must be procured following CDBG requirements.To be eligible for CDBG reimbursement, professional service consultants must be procured following CDBG requirements. |

**Capital Services** -List costs associated with setting up or retaining an economic development revolving loan fund or grant program. List project administration costs under that activity cost. Explain all costs in the Project Proposal. *At least half of the requested amount must be allocated to capital services for MEs.*

**Technical Assistance**– List costs associated with providing technical assistance and training. If possible, identify the costs for each type of technical assistance and training in the project proposal.

**Support Services** - List costs associated with providing support services. Explain all activities in the project proposal.

**Totals** - Enter a CDBG total and the totals for each funding source including the grantee’s cash and in-kind contribution at the bottom of the respective columns. Enter the totals for each activity cost line at the far right column. And calculate the total project cost. These totals must match those amounts listed on your application’s Project Proposal.

1. ***Project Proposal:***

In this section, you will need to attach a response describing how the need for the purposed ME Assistance is based on relevant data for targeted ME businesses served, market conditions, demand projections, and the lack of assistance and/or capital in the community. This is the most elaborate portion of the application, and is an opportunity to present the business case for the purposed MAP services.

The following outline is provided to help agencies prepare and brainstorm adequate responses:

Understanding Market and Needs for– Identifying/Analyzing ME Technical Assistance Opportunities

1. Level of most recent ME activity:
* How many existing ME businesses are there that could potentially benefit from the type of program purposed in the City of Racine?
* Is there a significant market gap in the type of services your program intends to help ME Businesses Serve? *Example: Market data from consumer surveys indicates there is a demand for five mobile food service vendors to cater community events and downtown during the noon hour.*
* Analysis and determination of the level of existing ME activity in the jurisdiction service area using the most recent year. *Example: Currently, there is only one mobile food service vendor in the market area.*
* Increases, decreases or stability in number of businesses by segment and employment category 1-5 employees that your program intends to serve.
* Analysis and determination for potential new ME activity in the service area. If hiring is needed, identify ways that such hiring could meet the City’s Section 3 goals.

 Identifying/Analyzing Partners and Competitors serving ME clients

1. Identify all other private and public resources serving the market area as applicable to the purposed program:

Technical Assistance:

* Small Business Development Corporations
* Economic Development Corporations
* Other lenders
* Chambers of Commerce

 Capital Services:

* Types of lending products offered (term loans, line of credit (LOC), factoring, etc.);
* Types of businesses inquiring and obtaining financing;
* Types of businesses not meeting lender requirements;
* Minimum and Maximum Loan amounts;
* Typical loan terms & interest rates for ME businesses;
* Allowable uses of funds (i.e., real estate, FF&E, construction, working capital, etc.);
* Collateral requirements; and,
* Level of equity contribution requirements, loan to value (LTV).

Be sure to denote gaps and overlaps in service areas as they may pertain to the purposed project.

1. Have there been surveys to determine existing ME activity and client interest in services? If so, what information do they provide?

Analyze and determine specific ME assistance demand based on targeted market segment evaluation and existing ME survey results.

Technical Assistance:

* Accounting and Bookkeeping Services (e.g., Basic Finance, QuickBooks, payroll, etc.);
* Development of Business Plan to determine feasibility of new business or expand existing business;
* Development of Marketing Plan to determine feasibility of new business or expand existing business;
* Human Resources;
* Business Financial analysis (e.g., business processes, inventory management, etc.); and,
* Preparation for obtaining public or private sector financing.

Capital Services:

* Determine how many loans will be made annually over the term of the contract;
* Determine and validate the average dollar amount of loans;
* Outline and create strategy/plan for marketing the loan program (i.e., SBDC, lenders, businesses, chambers, etc.);
* Determine and validate the number of inquiries likely to be generated;
* Determine and validate the number of applications likely to be generated from these inquires; and,
* Determine and validate number of applications likely to be approved. For example, approximately 1 out of 10 loan inquiries move forward to the underwriting stage by a financial institution.
* Determine appropriate outreach strategies to minority populations and groups who may have limited-English proficiency

1. Determination that the proposed ME program meets the needs and addresses the demand in the market area.

Demand Projections

1. Based on the level of ME activity identified and the competitive environment, determine and evaluate the total number of clients that may be interested in the services annually over the term of the contract:
* Determine the specific services offered;
* Determine range of services required to meet the demand;
* Determine and validate the actual number of participants and the specific assistance to be provided (e.g., marketing plan, business plan, accounting services, etc.); Provide goals
* Determine and validate the cost to deliver services;
* Outline and create strategy for marketing the Technical Assistance Program (i.e., SBDC, lenders, businesses, chambers, etc.); and,
* Determine and validate number of Applicants likely to participate in the services offered.

Conclusions

Based on the above information communicate how the amount of funds to be requested in the application are based on the number of anticipated participants and the extent and level of the services to be provided, and the associated cost to provide the services. Explain how any purposed Support Services directly related to Technical Assistance and/or Capital Services.

1. **Proposed Activity and Beneficiaries**

|  |
| --- |
| **MICROENTERPRISE ASSISTANCE** |
| **PROPOSED ACTIVITY(S) AND BENEFICIARIES***Complete and enter the following information:*1. *The projected number of businesses to be assisted; and,*
2. *The estimated number of Low/Mod beneficiaries proposed under this Application.*
 |
| **ACTIVITIES** | **No. of****Business Expansions** | **No. of****Business****Start-Ups** | **No. of****Low/Mod****Beneficiaries** | **CDBG National Objective\*** |
| **CAPITAL ASSISTANCE****(LOANS/GRANTS)** |       |       |       | [ ]  Low/Mod |
| **TECHNICAL ASSISTANCE** |       |       |       | [ ]  Low/Mod |
| **SUPPORT SERVICES** |       |       |       | [ ]  Low/Mod |

*For ME Assistance activities meeting the Low/Mod benefit, National Objective, all persons/business owners must be documented as low-income. (ME activities are not required to create or retain jobs but must track any job activity for CDBG reporting purposes.)*

1. **Provide a short, one (1), or two (2) sentence description of services provided under each activity category found above, if applicable to your funding request.**
	1. **Capital Assistance** (E.g. A program to provide loans to ME businesses to purchase equipment. At least half of the requested CDBG amount must be allocated to capital services for MEs.)

 **Response:**

* 1. **Technical Assistance** (E.g. A program to provide accounting classes geared towards food service ME businesses)

**Response:**

* 1. **Support Services** (E.g. A program to provide child care for ME businesses owners while attending food-service oriented accounting classes)

**Response:**

1. ***Outreach and Engagement Narrative***

In this section, please attach a detailed description of planned outreach and community engagement activities. Please include a list of potential local and regional public events that target ME participants and a basic schedule of planned courses (if applicable). This is an opportunity to detail your agency’s plans to maximize the impact and effectiveness of the purposed MAP services. In particular, please highlight your efforts to reach and support racial and ethnic groups that have historically had limited engagement with financial institutions, and populations that may have limited English proficiency.

The following outline is provided to help agencies prepare and brainstorm adequate responses.

Identifying/Analyzing ME Outreach Opportunities

* + 1. Provide your agency’s communication plan including social media, print, vendor fairs, or other marketing strategies. Specific to ME clients in the City of Racine if the applicant currently has a local presence:

• How many in-house training events has your agency coordinated over the past twelve (12) months?

• How many public outreach events has your agency participated in over the past twelve (12) months?

• How many peer-to-peer meetings has your agency hosted over the past twelve (12) months?

• Please describe your agency’s strategy on ensuring inclusion of ME clients in the City of Racine

• Please provide a detailed description of planned outreach and community engagement activities over the course of the MAP project timeline. Include target dates, number of clients, event partners, and general ME business attraction strategies.

• Outline of local/regional business conferences, trade shows, or other public venues suitable for outreach efforts.

1. ***Program & Fiscal Management:***
2. It is possible that the City may not be able to fund your program application fully. Recognizing that, please list the various aspects of your program in the priority order you want them funded and the amount required for each aspect.

|  |  |  |
| --- | --- | --- |
|  | **Describe Priority** | **$ Amount** |
| Priority #1 | Full Funding | Full Funding |
| Priority #2 | Click here to enter text. | Click here to enter text. |
| Priority #3 | Click here to enter text. | Click here to enter text. |
| Priority #4 | Click here to enter text. | Click here to enter text. |

1. If the *program activity’ budgets* were increased or decreased by ten percent (10%), what specific program services would be correspondingly increased or reduced and what would the impact be on the services in the community?

Click here to enter text.

1. Please describe how the organization will assure the proper use and safeguarding of public funds. Does your organization have policy and procedures regarding the financial operations of the organization? Have recent reviews or audits of the organization by a certified public accountant or other financial professional identified any weaknesses in the organization’s financial internal controls? If so, please provide the written report identifying the weaknesses and describe how the organization has responded to the report.

Click here to enter text.

1. Please describe your organization’s current financial condition and outlook for sustainability. If the organization is facing financial challenges, describe what steps are being taken to strengthen the organization’s financial condition.

Click here to enter text.

1. Describe the agency’s fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Is the agency fiscally able to use the grant on a reimbursable basis, with payments made no more frequent than every other month?).

Click here to enter text.

1. How does your agency plan to segregate CDBG MAP funds from other agency funds for purposes of identification, tracking, and reporting?

Click here to enter text.

1. Has your organization (either under this name or other names this organization has done business as) been in any form of bankruptcy at any time during the last seven years?   If “yes,” please attach a copy of the bankruptcy petition, showing the case name, number, court, initial filing date, applicable Bankruptcy Code (chapters), and a copy of the Bankruptcy Court’s discharge order, or of any other document that ended the case if no discharge order was issued. If your organization has operated under other names, please list those with the years of operation.

Click here to enter text.

1. In the past seven (7) years, have any bankruptcy proceedings been initiated by or against the organization (whether or not closed) or is any bankruptcy proceeding pending by or against the organization regardless of the date of filing?

Click here to enter text.

1. Provide a brief narrative description of how the proposed design, organization, and structure will effectively and efficiently carry out and achieve the stated goals of the need for this activity.

Click here to enter text.

1. Describe the relevant experience and training of the individuals performing work under this activity along with evidence that would support that the Applicant is ready to proceed with the activity.

Click here to enter text.

* 1. *Complete the task list assigning programmatic responsibilities found on the next page. Note: the City may be willing to partner in carrying out of certain tasks and that not all indicated tasks will be performed based on activity type*

* 1. *Attach a list of all people working on the purposed activity(ies), titles, and their associated tasks. Include all private sector consultants, partnering non-profit staff members, or other partners.*

1. Describe the relevant experience and training of the Applicant’s staff with regards to using CDBG funds for economic development activities and maintaining compliance with the applicable Federal regulations.

Click here to enter text.

1. Describe the Applicant’s approach to affirmatively marketing their financing products to historically underserved populations and locations, as well as the steps that the Applicant plans to undertake to address racial disparities in the community.

Click here to enter text.

1. Describe the Applicant’s approach to maintaining consistent communication with the City to identify and respond to City economic development priorities.

Click here to enter text.

1. Describe the other financing sources that the Applicant intends to leverage to assist City of Racine MEs. As applicable, please make specific reference to Opportunity Zone financing, SBA funding, private or institutional funds, or other capital sources to which the Applicant has access for lending purposes.

Click here to enter text.

1. Does the Applicant have a physical office presence in the City of Racine? If not, does the applicant intend to establish a presence in the City of Racine? **NOTE:** Applicants without a current physical office in the City of Racine will need to be able to establish a presence in the City for ~20 hours per week within 6 months of funding award notification. If an applicant does not have a current physical office in the City, describe below how the applicant would consult with clients in lieu of an office space during the interim.

Click here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **PROGRAM OPERATOR** | **PARTNER** | **CITY** |
| Approve RLF Guidelines | [ ]  | [ ]  | [ ]  |
| Clear Special Conditions | [ ]  | [ ]  | [ ]  |
| Prepare Funds Requests | [ ]  | [ ]  | [ ]  |
| Monitor Grant Expenditures | [ ]  | [ ]  | [ ]  |
| Generate Fiscal/Performance Reports | [ ]  | [ ]  | [ ]  |
| Coordinate Grant Activities with Program Operator and Grantee | [ ]  | [ ]  | [ ]  |
| Oversee Program Implementation and Activities | [ ]  | [ ]  | [ ]  |
| Compile Official Grant Project Files | [ ]  | [ ]  | [ ]  |
| Monitor Achievement of Goals | [ ]  | [ ]  | [ ]  |
| Report on Progress to Grantee and Local Governing Body | [ ]  | [ ]  | [ ]  |
| Meet with Local Economic Developers to Solicit Referrals | [ ]  | [ ]  | [ ]  |
| Create and Distribute Program Flyers and Newsletters | [ ]  | [ ]  | [ ]  |
| Write Press Releases and Market ME services | [ ]  | [ ]  | [ ]  |
| Participate in Loan Advisory Review | [ ]  | [ ]  | [ ]  |
| Loan Servicing and Accounting | [ ]  | [ ]  | [ ]  |
| Create and Update the Program Website | [ ]  | [ ]  | [ ]  |
| Determine Business Size and Eligibility as a ME | [ ]  | [ ]  | [ ]  |
| Ascertain Readiness of Potential Participant | [ ]  | [ ]  | [ ]  |
| Ascertain Readiness in Eligible, Enrolled Participant | [ ]  | [ ]  | [ ]  |
| Gather Baseline Data on Potential Participant | [ ]  | [ ]  | [ ]  |
| Gather Baseline Data on Eligible, Enrolled Participant | [ ]  | [ ]  | [ ]  |
| Field Calls from Potential Participant | [ ]  | [ ]  | [ ]  |
| Create Service Plan For Eligible, Enrolled Participant | [ ]  | [ ]  | [ ]  |
| Coordinate Course Offerings with Community Colleges and Other Providers | [ ]  | [ ]  | [ ]  |
| Set Up Courses and Schedules for Eligible, Enrolled Participants | [ ]  | [ ]  | [ ]  |
| Assist in Preparing Business Plan and Marketing Strategy | [ ]  | [ ]  | [ ]  |
| Conduct Courses | [ ]  | [ ]  | [ ]  |
| Curriculum Development | [ ]  | [ ]  | [ ]  |
| Class/Training Preparation | [ ]  | [ ]  | [ ]  |
| Guide Eligible, Enrolled Participants in Resolving Business Issues | [ ]  | [ ]  | [ ]  |
| Field Calls from Enrolled, Eligible Participants | [ ]  | [ ]  | [ ]  |
| Meetings/Counsel Sessions with Eligible, Enrolled Participants | [ ]  | [ ]  | [ ]  |
| Assist in Preparing Loan Application | [ ]  | [ ]  | [ ]  |
| Collect and Input Eligible, Enrolled Participant Data | [ ]  | [ ]  | [ ]  |
| Prepare and Submit Cost Allocation Plan | [ ]  | [ ]  | [ ]  |
| Report on Program Outcomes | [ ]  | [ ]  | [ ]  |
| Determine Indicators for Tracking | [ ]  | [ ]  | [ ]  |
| Evaluate Program Effectiveness | [ ]  | [ ]  | [ ]  |
| Create Database to Match Participant Data Collection | [ ]  | [ ]  | [ ]  |
| Attend HCD Workshops | [ ]  | [ ]  | [ ]  |
| ME Financial Assistance -Part 5 Income Determination | [ ]  | [ ]  | [ ]  |
| ME Technical Assistance – Income Screen for Low/Mod Status to Establish Eligibility | [ ]  | [ ]  | [ ]  |
| *Add additional task here:*       | [ ]  | [ ]  | [ ]  |
| *Add additional task here:*       | [ ]  | [ ]  | [ ]  |
|  |  |  |  |

**F. Outcomes**

1. **Describe your experience with program evaluation, including how the program evaluates services and the impact it has on clients.**

Click here to enter text.

1. **Describe the measureable outcome(s) that your clients will achieve after receiving your support services or technical assistance. In particular, describe how clients would be assisted with the process to gain certification as a Disadvantaged Business Enterprise (DBE), Veteran-Owned Small Business (VOSB), and Women-owned Small Business (WOSB)**

Click here to enter text.

1. **Describe the support or technical assistance process including resources, activities, curriculum, and outputs, if applicable. What indicators are used to determine that clients have achieved the desired outcome.**

Click here to enter text.

1. **Describe the proposed process for communicating outcomes monthly to the City of Racine regarding number and type of outcomes.**

Click here to enter text.

1. **Please complete the chart below. Outcomes and funding must reflect the overall results obtained using CDBG or other funding sources.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **City of Racine clients served with tech. assistance/support services alone** | **Number of loans provided City of Racine MEs (total dollar amount in parentheses)** | **Number of loans provided to City MEs owned by women or minority households****(total dollar amount in parentheses)** |
| **2022 - Projected** |  |  |  |
| **2021** |  |  |  |
| **2020** |  |  |  |
| **2019** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Approx. total clients served with tech. assistance/support services alone** | **Approx. total number of loans provided MEs (total dollar amount in parentheses)** | **Approx. total number of loans provided to MEs owned by women or minority households****(total dollar amount in parentheses)** |
| **2022 - Projected** |  |  |  |
| **2021** |  |  |  |
| **2020** |  |  |  |
| **2019** |  |  |  |

**G. STAFF/BOARD DEMOGRAPHICS**

1. **Please fill out the table below describing the composition of your agency’s governing board membership. Enter the number of board members that best fit each demographic category in the column on the right.**

|  |
| --- |
| **Total Board Members:** |
| **Racial/Ethnic Identity** |
| White |  |
| Black or African-American |  |
| Asian |  |
| American Indian/Alaska Native |  |
| Native Hawaiian or Pacific Islander |  |
| Multiracial |  |
| Other Race |  |
| Hispanic/Latino of Any Race |  |
| **Gender Identity** |
| Female |  |
| Male |  |
| Nonbinary |  |
| Transgender |  |
| **City Residency** |
| Living in the City of Racine |  |

**2). Please fill out the table below describing the composition of your agency’s staff who would be implementing the proposed activity. Enter the number of staff that best fit each demographic category in the column on the right.**

|  |
| --- |
| **Total Staff Members:** |
| **Racial/Ethnic Identity** |
| White |  |
| Black or African-American |  |
| Asian |  |
| American Indian/Alaska Native |  |
| Native Hawaiian or Pacific Islander |  |
| Multiracial |  |
| Other Race |  |
| Hispanic/Latino of Any Race |  |
| **Gender Identity** |
| Female |  |
| Male |  |
| Nonbinary |  |
| Transgender |  |
| **City Residency** |
| Living in the City of Racine |  |