

Dane County CDBG Commission

Request for Proposals (RFP)
and Application Evaluation Process



CDBG Commission – Application Review Team (ART)

CDBG Commission - ART Subcommittee

- ▶ Dane County Ordinance Chapter 15.40
- ▶ Comprised of up to five, but no fewer than two, members appointed by the CDBG Commission Chair (typically at the January meeting)
- ▶ Members serve a one-year term
- ▶ ART scores applications submitted in response to the annual CDBG application process.

Scope (with Staff and CDBG Commission):

- ▶ Review project areas for funding
- ▶ Recommend RFP Application Evaluation Criteria
- ▶ May determine other process items, (e.g. funding limits & allocations)
- ▶ Applicant Interviews
- ▶ Preliminary Funding Recommendations
- ▶ In-person public meetings



CDBG/HOME Funding Available + Program Areas

CDBG and HOME Federal Grant Awards:

- ▶ ~\$1.1 Million CDBG Annual Funds
 - ▶ Administrative = 20% of Total CDBG Funds
 - ▶ Public Services = 15% (Public Services Minimum Request \$5,000 - Max Request \$50,000)
 - ▶ Urgent Need = 5%
- ▶ ~\$500,000 HOME Annual Funds (does not include CHDO Funds)
 - ▶ Administrative = 10% of Total HOME Funds
 - ▶ Community Housing Development Organization (CHDO) = 15%

RFP Program Areas are determined by:

- ▶ Consolidated Plan
- ▶ Data & CAPER
- ▶ Community Input & Needs



CDBG/HOME Program Overview: Project Areas

- ▶ Economic Development
- ▶ Fair Housing
- ▶ Homebuilding*
- ▶ Major Home Rehabilitation
- ▶ Minor Home Repair
- ▶ Mortgage Reduction Assistance
- ▶ New Rental Construction
- ▶ Public Facility Improvement
- ▶ Public Infrastructure
- ▶ Public Services
- ▶ Rental Rehabilitation
- ▶ Tenant Based Rental Assistance

*Community Housing Development Organization (CHDO) Eligible to apply



Con Plan Goals & Funding Categories

2025-2029 Consolidated Plan / Annual Action Plan Goals & Project Areas

| Goal/Project | Category | Funding % |
|-----------------|--|-------------|
| Goal 1: | Increase Access to Affordable Quality Housing | |
| Project Area 1: | Housing Rehabilitation (Major, Minor, Rental) | 15% |
| Project Area 2: | Mortgage Reduction Assistance | 25% |
| Project Area 3: | New Housing Development (e.g. Home Building, Rental Construction) | 5% |
| Project Area 4: | Tenant-Based Rental Assistance (TBRA) | 12% |
| Goal 2: | Expand Economic Opportunities for LMI Persons | |
| Project Area 5: | Economic Development (e.g. Direct financial assistance; Technical Assistance; Microenterprise Assistance) | 17% |
| Goal 3: | Assure Access to Public Services for LMI Persons | |
| Project Area 6: | Public Services (e.g. Social Services, Transportation, Child Care, Crime Prevention, Workforce Development, Job/Skills Training, Homeless Services/Prevention) | 15% |
| Goal 4: | Improve Public Facilities/Infrastructure | |
| Project Area 7: | Public Facility Improvement & Public Infrastructure | 11% |
| | Total for Project Areas (From Available Funding) | 100% |
| Goal 5: | Strong Program Planning & Administration | |
| Project Area 8: | Planning & Administration | 20% / 10% |
| Goal 6: | Urgent Need Response to Natural Disasters / CHDO | |
| | Urgent Need / Response to Natural Disasters | 5% |
| Project Area 9: | CHDO (Community Housing Development Organization) | 15% |



CDBG Request for Proposal (RFP) & Application Process

- ▶ RFP Program Areas determined by staff and approved by CDBG Commission
- ▶ Application Evaluation Criteria created by staff and approved by CDBG Commission
- ▶ Applications submitted by interested parties in OpenGov
- ▶ After application due date, ART reads, evaluates and scores all applications
- ▶ Applicant Interviews
- ▶ ART meets and makes preliminary funding recommendations
- ▶ CDBG Commission reviews and approves preliminary funding recommendations
- ▶ Publish recommendations
- ▶ Public Hearing and CDBG Commission meeting to approve final funding recommendations
- ▶ Legislative Process: Resolution to Board of Supervisors for approval and County Executive signature



CDBG/HOME Funding Cycle

| CDBG & HOME | Date (Approximate) |
|--|-------------------------|
| Application Review Team elected | January |
| Review CAPER & Determine Next Year Project Areas | March (public hearing) |
| Review and approve Application Evaluation Criteria | April |
| RFPs Issued | April – May |
| RFP Workshops – open to any interested agency | April – May |
| Applications/Proposals due in Open Gov | June |
| Application Review Team reads applications | June – July |
| Applicant Interviews | July – August |
| ART Meeting – Preliminary Funding Recommendations | August |
| CDBG Commission Meeting – Approve Preliminary Funding Recs | September |
| Public Hearing / CDBG Commission Approves Funding Recs | October |
| Resolution & Legislative Process | November – January |
| Grant Year Begins | January 1 st |



Other Notes:

- ▶ Legislative Process to approve funding recommendations by resolution may take 2 months, depending on committee meeting schedules
- ▶ Contract Drafting and signatures: January – April
- ▶ Current program year Grant Award notification from HUD: May
- ▶ Annual Action Plan: July
- ▶ Receive HUD grant funds in our grants management system: September



Questions?

