

# Dane County CDBG Commission

Application Review Team Information:  
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 (if applicable)
- ▶ 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



# Grant Programs

## CDBG/HOME 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

## Other Grant Programs & Projects

- ▶ CDBG PRO Housing (new)
  - ▶ RFP Process 2026
- ▶ CDBG-CV
- ▶ HOME-ARP
- ▶ CDBG-DR

\*Community Housing Development Organization (CHDO) Eligible to apply



# Consolidated Plan Goals & Funding Categories

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

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



# CDBG/HOME Request for Proposals (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 (if applicable)
- ▶ 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 RFP & Funding Cycle

CDBG & HOME	Date (Approximate)
Application Review Team appointed	January
Review CAPER & Determine Next Year Project Areas	March (public hearing)
Review and approve Application Evaluation Criteria	April
RFPs Issued ( <b>including CDBG PRO Housing</b> )	April – May
RFP Workshops – open to any interested agency	April – May
Applications/Proposals due in OpenGov	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 <sup>st</sup>





# Other Notes:

## Process:

- ▶ Legislative Process to approve funding recommendations by resolution may take 2 months, depending on committee meeting schedules
- ▶ Contract Drafting and signatures: January – April of grant year
- ▶ Current program year **Grant Award notification** from HUD: May
- ▶ **Annual Action Plan**: due in July (or 60 days after award notice)
- ▶ Receive HUD grant funds in our grants management system: September

## Application Review Team:

- ▶ New ART committee selected at January CDBG Commission Meeting
- ▶ CDBG/HOME and CDBG PRO Housing Reviews
- ▶ Will have additional meetings throughout the year
- ▶ Application process for PRO Housing funds





# Questions?

