



**YEAR 2009**

**REQUEST FOR PROPOSALS FOR  
LARGE IMPACT DEVELOPMENTS  
(LIDs)**

---

**City of Milwaukee  
Community Development Grants Administration**

**Steven L. Mahan, Director  
City Hall – 200 East Wells Street; Room 606  
Milwaukee, Wisconsin**

---

**Funds Provided by the U.S. Dept. of Housing & Urban Development**

**CITY OF MILWAUKEE  
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION**

---

**REQUEST FOR PROPOSALS FOR  
LARGE IMPACT DEVELOPMENTS (LIDs)**

The City of Milwaukee's Community Development Grants Administration has available **\$300,000** in funding through its Large Impact Development Fund. The Large Impact Development Fund (LID) is designed to foster new economic development projects in Milwaukee neighborhoods in the CDBG Target Area. LID funds shall only be awarded for Physical Development Projects sponsored by non-profit (501 (c) (3) corporations. All proposals must show evidence of site control and/or an Offer to Purchase or Letter of Commitment and must document that it has secured at least 75% of the total financing for the project (i.e., bank letters of commitment, cash, letters of credit). All proposals **must** meet the following criteria in order to be considered for funding:

1. Re-use of vacant, blighted property or physical expansion
2. Provide New or Increased City Tax Revenues
3. Create Jobs

**Specific Ineligible Activities:** Ineligible activities **include, but are not limited to:** non-tax producing projects, schools, day care centers, currency exchanges (including check cashing outlets), liquor stores, taverns, gun shops, pawn shops, non-profit agency relocation and/or establishment of non profit agency headquarters. In addition, the Community & Economic Development Committee may decide to exclude other activities, which they deem does not meet the objectives of the fund.

Applications will be available for pickup on Friday, July 31, 2009. The closing date for the receipt of applications is 4:00 P.M., August 19, 2009 and can also be accessed at [www.city.Milwaukee.gov/CommunityDevelopment310.htm](http://www.city.Milwaukee.gov/CommunityDevelopment310.htm).

Application packets may be picked up between the hours of 8:00 a.m. and 4:45 p.m. at the office of:

Community Development Grants Administration  
City Hall - Room 606  
200 East Wells Street  
Milwaukee, WI. 53202

For additional questions, contact CDGA at (414) 286-3647

**COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION**

**LARGE IMPACT DEVELOPMENT FUND (LID)**

---

**TOTAL Available:    \$ 300,000**

**Minimum Allocation: \$100,000**

Applicant (Organization) Name \_\_\_\_\_

Project Name \_\_\_\_\_ Project Address \_\_\_\_\_

Amount of Funds Requested: \_\_\_\_\_

---

Applicant Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

Contact Person's: Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Is Applicant a 501 (c)(3) Organization?    Yes \_\_\_\_\_ No \_\_\_\_\_

Federal Employer Identification Number \_\_\_\_\_

Executive Director: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Board President: \_\_\_\_\_ Telephone Number \_\_\_\_\_

---

**An official of the Board must authorize and sign this Application submission.**

Name of Board Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTICE:**

If the applicant makes a false statement or misrepresentation in the proposal to obtain grant funds and if funds are awarded, the funds and contract will be in default and the City of Milwaukee may declare all or any part of the funds paid out immediately due and repayable to the City of Milwaukee and the contract voided.

## **COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION – LARGE IMPACT DEVELOPMENT FUND APPLICATION**

### **BASIC ELIGIBILITY REQUIREMENTS**

As designated by the Community & Economic Development Committee, applicants for funding must meet the following legal requirements:

- A municipal government agency
- A non-profit agency organized under Chapter 181 of the Wisconsin State Statutes, qualified as a Section 501 (c) (3) agency, at the time of grant application submission.

No for profit agencies will be directly funded.

### **DUE DATE FOR APPLICATIONS:**

**Applications that are submitted after the deadline or that request funding for projects that are not eligible for funding, or that do not comply with the RFP solicitations, included herein, will not be considered for funding.**

**Due Date for Applications: Wednesday, August 19, 2009; 4:00pm**

Questions regarding the application may be directed to the CDGA office at (414) 286-3647.

### **FUNDING DECISION**

The actual decision to award funds is considered first by the Community & Economic Development Committee and forwarded to the Milwaukee Common Council for final approval. Funding recommendations by the CDGA staff are advisory to the Community & Economic Development Committee.

In addition, the Community & Economic Development Committee may designate a non-profit agency to act as a subrecipient in any manner it deems appropriate to carry out an eligible activity. (14CFR 570.200(f); 24 CFR Part 85; OMB Circular A-110).

The Community Development Grants Administration will prepare a contract for every funded agency. Costs incurred or funds obligated by the funded agency **prior** to the execution of a contract with the City of Milwaukee will not be reimbursed.

### **NOTICES**

The City of Milwaukee reserves the right to reject all proposals. Contract awards based on submitted proposals shall further be subject to receipt by the City of Milwaukee of sufficient community development entitlement funds from the U.S. Dept. of Housing & Urban Development.

All materials submitted shall become public records retained by the City of Milwaukee, with the following exceptions: incomplete applications, applications submitted after the deadline or requests for funding that are not a part of the RFP solicitation.

If the applicant makes a false statement or misrepresentation or statement in the application to obtain federal funds, and if funds are awarded, the funds and contract will be in default and the City of Milwaukee may declare all or any part of the funds paid out immediately due and repayable to the City of Milwaukee and the contract voided.

## **LARGE IMPACT DEVELOPMENT FUND APPLICATION – 2009 APPLICATION INSTRUCTIONS**

Present information in the following order:

1. Complete the Application Summary Cover Page (Page 2).
2. Complete and respond to all Application Narrative Requirements under Program Design Specifications (page 7).
3. Review all items before preparing and submitting applications.
4. Follow the prescribed for Application format closely. Present information in the order indicated.
5. Submit all requested information or indicate N/A (not applicable) where appropriate.
6. Number all of your application pages.
7. Do not submit materials other than those requested.
8. Submit **10 unbound copies** of your application.

**Non-governmental applicants not currently under contract with the City of Milwaukee, must submit with the Application the following documents:**

### **CORPORATE DOCUMENTATION TO BE INCLUDED WITH THE APPLICATION**

- Articles of Incorporation
- Corporate By-Laws
- Federal Tax Exemption Determination Letter
- State Sales Tax Exemption Status Letter with Tax Exempt Number indicated
- Most recent audited financial statements, including notes and IRS Form 990
- Most recent Agency Budget
- Roster of the current Board of Directors

**NOTE: These documents are necessary for evaluation by CDGA and the City Comptroller of the ability of the City of Milwaukee to contract with the Applicant.**

## LARGE IMPACT DEVELOPMENT FUND POLICY

### Minimum Allocation: \$ 100,000

### Program Description:

The Large Impact Development Fund (LID) is designed to foster new economic development projects in Milwaukee neighborhoods. LID funds shall only be awarded for Physical Development Projects sponsored by non-profit (501 (c) (3) corporations. All proposals must show evidence of site control and/or an Offer to Purchase or Letter of Commitment. All proposals **must** meet the following criteria in order to be considered for funding:

### Qualifying Criteria:

- Re-use of vacant, blighted property or physical expansion
- Provide New or Increased City Tax Revenues
- Create Jobs

Specific Ineligible Activities: Ineligible activities **include, but are not limited to**: non-tax producing projects, schools, day care centers, currency exchanges(including check cashing outlets), liquor stores, taverns, gun shops, pawn shops, non-profit agency relocation and/or establishment of non-profit agency headquarters. In addition, the Community & Economic Development Committee may decide to exclude other activities, which they deem does not meet the objectives of the fund.

**NOTE: LID funds cannot be utilized for activity or costs incurred prior to the approval of funds by the Common Council. All costs incurred by the applicant prior to this approval are incurred at the risk of the applicant.**

**At the time of application, the project must document that it has secured at least 75% of the total project budget (i.e., bank letters of commitment, cash, letters of credit. In addition, equity interest must be accompanied by a certified statement from a lending institution indicating the cash value of the equity for the project).**

Per the Community & Economic Development Committee, LID allocations must be spent within twelve months of award or they may be rescinded.

### Reimbursement Procedures:

#### All costs are paid on a Reimbursement basis.

1. Up to 10% of the award may be drawn down once the project has documented that they have secured at least 75% of the financing for the total project.
2. Depending on the nature of the project, there may be requirements relating to Davis Bacon Prevailing Wages, Site Control, Program Income, etc.
3. Request for the draw of funds necessary for the purchase of property must include the Offer to Purchase or closing statement.
4. Subrecipient may draw down the remaining CDBG dollars,(up to 75%) of the award for eligible, documented costs once they have documented that they have secured 100% of financing for the total project.

LID Policy *cont'd*

5. The remaining 25% of funds may be drawn down upon satisfactory completion of all activities and submittal of the following CDGA required documentation:
  - a. Final Project Activity Report & Direct Benefits Status Report for jobs created
  - b. Business Assistance Agreement
  - c. Business Data form
  - d. Employee Data form
  - e. Employee Retention verification (as applicable)
6. Contractor and subcontractor report (if applicable)
7. HUD Section 3 Project Participation Report (New construction, housing, and/or rehabilitation)
8. Lien waiver from all contractors (if applicable)
9. Property Record form and invoices (if applicable for equipment, machinery, etc.)
10. Final City Building Inspection sign-off (Note: This can take the form of an occupancy permit or a Final Certificate of Code Compliance)

# **LARGE IMPACT DEVELOPMENT FUND – 2009 APPLICATION SUBMISSION**

## **PROGRAM DESIGN SPECIFICATIONS**

Completed proposals shall not exceed ten pages in length (excluding budgets and budget narratives) and shall follow the format below:

1. **Project Overview (Maximum of 2 pages)**

- a. Project Description
- b. Location
- c. Total Project Budget
- d. Fund Request

2. **Detailed Project Description**

- a. Describe how the proposed project accomplishes one or more of the Large Impact Development Project goals (enhance business development through re-use of vacant, blighted property or physical expansion, create jobs, increase tax revenues). Specify the total number of full time jobs that will be created by this project.
- b. Describe neighborhood support for the project and neighborhood input.
- c. Describe your specific experience in performing the specific activities and accomplishments relating to this proposal.
- d. Identify all project partners and their level of participation. Attach commitment letters, as documentation of partnership involvement.
- e. Provide evidence of site control and/or an Offer to Purchase or letter of commitment regarding the proposed project site and proof that at least a Phase I Environmental study has been performed.
- f. Provide documentation that at least 75% of the total financing for the project has been secured, (i.e., bank letters of commitment, cash, letters of credit). In addition, equity interest must be accompanied by a certified statement from a lending institution indicating the cash value of the equity for the project.
- g. Describe the Cluster Revitalization Concept and how this proposed project fits within it.
- h. Demonstrate that the project can be sustained without CDBG funds on an ongoing basis (e.g., a plan of operation, management contracts, etc.).
- i. Provide a month-by-month implementation timeline which clearly shows the sequence of events which will be undertaken to achieve the goals of the proposed project.

3. **Project Budget**

- a. Clearly identify how LID funds will be spent.
- b. Clearly identify other private sector funds and how they will be spent on the project.
- c. Detail which funds are already committed and which are speculative.
- d. Detail all project costs including but not limited to: land acquisition, construction, development fees, Davis-Bacon Prevailing wages, etc. Provide appropriate documentation and budget narratives.