



## CITY OF DUBUQUE IOWA PURCHASE OF SERVICES GRANT PROGRAM GUIDELINES

### **PURPOSE**

This grant program is designed to provide support for human service programs in the City of Dubuque that further the City's goals, objectives, and priorities.

### **ELIGIBLE APPLICANTS**

Not-for-profit and faith-based organizations that provide year-round human services programs and whose mission is consistent with furthering the City of Dubuque's goals, objectives, and priorities. Eligible applicants must be located within the City of Dubuque and services must be located within the City of Dubuque. Organizations whose primary mission is political are ineligible.

**INELIGIBLE COSTS-** The following will not be funded with this grant:

- Expenses that occur prior to City's funding fiscal year
- Capital improvements or building renovations
- Retirement of debt
- Inherently religious or political activities
- General fundraising
- Purchase of equipment
- Lobbying
- Organizational dues or memberships
- Income payments to, or on behalf of, individuals
- Expenses that violate local, state, or federal laws

### **FUNDING GUIDELINES**

The City Council adopted Fiscal Year budget allocates funding for Purchase of Services. The Fiscal Year 2022-23 combined budget allocates \$100,000 between General Funds for the competition.

- Applicants can request no less than \$2,500 and no more than \$25,000 per program.
- The City of Dubuque will support no more than 75% of the total project cost. For example, if a project has a total cost of \$10,000, the City will award no more than 75% or \$7,500. Please note that if an ineligible activity or expense is included in the application, it will be excluded and may reduce project expenses below the minimum grant request of \$2,500.
- **An applicant is eligible to receive funding for no more than four (4) consecutive years.** In addition, applicants can receive no more than 25% of the previous year's funding in the fourth year. Applicants are eligible to apply again in the sixth year.
- Priority funding will be given for new or expanded programming, although existing program can be funded. Funding levels will depend upon the number of eligible applicants and the degree to which an applicant meets selection criteria.
- Only complete applications will be considered for funding.
- Any applications funded with Community Development Block Grant (CDBG) funds will be required to comply with all applicable federal regulations.
- Applicants are encouraged to consult with Madeline Haverland, Community Development Specialist, at 563-690-6102 or email [mhaverla@cityofdubuque.org](mailto:mhaverla@cityofdubuque.org) with any questions prior to submitting your grant application.

## APPLICATION SUBMITTAL

- Applications are available at [www.cityofdubuque.org/POSG](http://www.cityofdubuque.org/POSG)
  - Applications are due by 5:00 pm on Tuesday, May 10, 2022
  - Incomplete applications will not be accepted
- Once an application is submitted, no changes or additions will be allowed. The deadline is strictly enforced. No late applications will be accepted. The organization, not city staff, is solely responsible for the content of its grant.
- Please note that when using the online application, cutting, and pasting into the document may change the formatting from the original document. Information requested in the application must be entered into the form and sections provided. Limit each answer to the space provided. When you are finished with the application, submit, and print a copy for your records.

## GRANT APPLICANT WORKSHOP

The City of Dubuque will be hosting three (3) workshops for potential applicants. Attendance at one of these workshops are encouraged, but not required. Register here: <https://forms.office.com/g/1VB7Eeptwe>

- **Friday, April 22 from 1:00-2:00 PM** in person at the Housing and Community Development Department
- **Thursday, April 28 from 10:00-11:00 AM** – Virtual
- **Tuesday, May 3 from 3:00-4:00 PM** – Virtual

## TIMELINE

- **Wednesday, April 13, 2022: Applications Available**
- **Tuesday, May 10, 2022 @ 5:00 pm: Applications Due**
- **Wednesday, May 25, 2022: @ 5:30 pm: Funding recommendations reviewed by Community Development Advisory Commission; funding recommendation for City Council**
- **Monday, June 20, 2022 @ 6:30 pm – Funding recommendation approved by City Council**
- **Friday, July 1, 2022 – Funding agreements become effective.**

## RATING CRITERIA

- **Eligibility (2 points):** Dubuque non-profit and faith-based organizations whose mission is providing human and social services that fulfill a public purpose for the Dubuque community and the degree to which the programs and services support that mission, the City's vision, and annual goals, priorities, and management agenda in an equitable manner. Preference is given to new and expanding programs.
- **Narrative (10 points):** Program goals advance the applicant's mission and the City's goals and priorities meeting an identified community need in an impactful way. Establishes evidence-based need.
- **Diversity, Equity, and Inclusion (15 points):** Program reflects applicant's understanding of diversity and inclusion. Demonstrates applicant's service delivery and leadership to provide effective and equitable services that have impact on the community.
- **Outcomes (5 points):** Applicant is able to describe how impact of services on residents and/or community will be measured using quantitative and qualitative data.
- **Budget (8 points):** Program budget and use of funds are efficient and appropriate. Applicant's management abilities, financial position or condition, fiscal responsibility show capacity to deliver successful programming.

## APPLICATION REVIEW PROCESS

Applications will be reviewed and ranked by a Purchase of Service Grant (POSG) Review Subcommittee. The subcommittee is comprised of City Staff and commission members. The subcommittee recommendation will be presented to the Community Development Advisory Commission. The Commission will review applications and funding recommendations and make a recommendation to City Council. Final approval will be made by the City Council. The City reserves the right to request modifications of the amount of grant awards and to deny any request, even if the eligibility criteria are met.

### **ACKNOWLEDGEMENT**

The Applicant agrees to acknowledge the City of Dubuque support in appropriate signage, program materials, promotion, publicity, and advertising activities, and in other printed and electronic forms of communication pertaining to this grant.

### **REPORTING**

The applicant agrees to provide quarterly reports summarizing the outcomes of the program, including information on the number of persons served, age, race, gender, and household income. Additional reporting requirements may apply depending on the source of funding awarded. Applicant will retain all financial records, reporting documents, and all other records pertinent to the City of Dubuque grant program for a period of five to seven fiscal years following completion as required by funding source.