



City Of Raleigh
North Carolina

Housing and Neighborhoods Department
Community Development Division

REQUEST FOR PROPOSALS (RFP)
COMMUNITY ENHANCEMENT GRANT
PROGRAM

Fiscal Year 2016-17

**APPLICATION GUIDELINES
COMMUNITY ENHANCEMENT PROGRAM
CITY OF RALEIGH HOUSING AND NEIGHBORHOODS DEPARTMENT
COMMUNITY DEVELOPMENT DIVISION**

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INTRODUCTION

The City of Raleigh announces the availability of Community Enhancement Grant funds for the 2016-17 fiscal year. Funds are awarded through this competitive request for proposals process. The grant program is designed to fund public services that support neighborhood improvements or innovative services that serve low- and moderate-income persons and neighborhoods. Public services must be either a **new** service funded by the City (not funded before) or an **expansion** of an existing service.

The grant program is funded through the City’s federal Community Development Block Grant (CDBG) program. The primary objective of the CDBG program is to develop viable communities by providing decent housing, suitable living environments and economic development opportunities, principally to low- and moderate-income residents. Goals and objectives for the City’s CDBG, HOME, and ESG programs are described in Raleigh’s Five-Year Consolidated Plan.

The City’s current Five-Year Consolidated Plan, covering July 1, 2015-June 30, 2020, can be viewed here:
<http://www.raleighnc.gov/home/content/Departments/Articles/HousingandNeighborhoods.html>

ELIGIBLE APPLICANTS

Only nonprofits with a 501(c)3 designation are eligible to apply for and receive grant awards. For-profit organizations and other organizations that do not have a 501(c)3 designation are not eligible for funds through this RFP. Nonprofits that have been funded previously through the program are eligible to apply again; however, no organization will be funded more than 2 years consecutively.

ELIGIBLE USES

The purpose of this program is to provide public services for persons who are low or moderate income. Recipients of funds must ensure and document that at least 51% of the persons served are low or moderate income.

Examples:

The following are examples of eligible uses of funds, but are not all-inclusive of eligible activities.

- Job training
- Tutoring
- Services for older adults
- Counseling
- Crime prevention
- Child care
- Health care
- Recreational needs
- Energy conservation
- Education
- Substance abuse prevention/treatment

Please note that purchase of small electronics such as computers and iPads/tablets and accessories is not an eligible cost for the Community Enhancement Grant.

If you have a question about whether or not an activity qualifies for funding, please contact George Adler at george.adler@raleighnc.gov or 919-996-6963.

INELIGIBLE USES

The following are not eligible to be funded through the Community Enhancement Grant:

- On-going general administrative support/general agency operations
- Housing development/programs: the City has other programs available for these types of activities
- Public services that serve persons who are not low or moderate income

FUNDING PRIORITIES

- Projects that serve the Neighborhood Revitalization Strategy Area (NRSA) in the College Park Neighborhood
 - Homebuyer Counseling
 - Job training for youth and adults
 - Life skills training for youth and adults
 - Seniors
 - Persons who are disabled
 - Persons with extremely low-incomes (incomes at or below 30% AMI)
 - New projects that address demonstrated gaps in services for low and moderate income persons
- Projects that serve:
 - Persons who are homeless
 - Persons who are disabled
 - Seniors
 - Victims of domestic violence
 - Persons living with HIV/AIDS
- Services for extremely low-income persons (incomes at or below 30% AMI)
- Job training for youth and adults
- Life skills training for youth and adults
- New projects that address demonstrated gaps in services for low and moderate income persons

FUNDS AVAILABLE

Funds from the City's Community Development Block Grant (CDBG) program totaling approximately \$175,000, depending on the amount of CDBG funds the City receives from HUD, will be available for this grant program. The annual amount received from HUD varies year to year. **This grant program has a funding award cap of \$60,000 per project and agency.**

APPLICATION EVALUATION

Information considered in evaluating applications include:

- Clear and feasible goals and objectives
- Community impact of proposed activity
- Input of the host community for neighborhood targeted projects
- Amount of additional funds leveraged by the City's funding of the proposed activity
- Measurable outcomes of proposed activity
- How the benefits from the proposed activity will be measured
- Budget/cost effectiveness/leverage with other funds
- Coordination/collaboration with ongoing neighborhood revitalization efforts or other local activities that promote economic self-sufficiency and/or community improvement.
- Meeting the targeting guidelines for the program grant cycle.
- Past performance with this and other Community Development Division funded grants/loans

THRESHOLD REQUIREMENTS

The following criteria are minimum thresholds for consideration of an application. No points will be awarded for criteria in this section, but meeting these basic criteria is necessary for the application to be considered for further evaluation. ***If the City determines that an application does not meet one or more of the criteria listed below, it will not be evaluated.***

Project Proposal Requirements

- a) Proposed projects must meet at least one of the CDBG national objectives (see Section G, page 6 of the application for a list of the national objectives)
- b) Funding under this program is available only to non-profit organizations that have received a Section 501(c)(3) tax-exempt designation from the Internal Revenue Service. Applications submitted by entities that do not have a 501(c)(3) tax-exempt designation will not be reviewed.
- c) If an applicant is delinquent on the repayment of a City loan, is currently in default on a City mortgage, or is delinquent in any required reporting or monitoring activities, the proposal will not be evaluated unless the delinquent items are corrected
- d) Applicants who have received funds in the past:
 - 1) must be in good standing with the City's Community Development Division and their projects must be progressing in accordance with the schedule developed for the project
 - 2) may not receive another award under this initiative unless previous awards are 75% expended by application deadline or have received a waiver from the division

Applicant Requirements

- a) The applicant must have an adequate financial management system in place to maintain effective control and accountability over all funds, property, and other assets covered by this proposal
- b) The applicant must be able to produce sufficient backup documentation for costs of the project and files for review and audit
- c) The applicant must have adequate internal management procedures and separation of duties to prevent fraud and abuse

- d) The applicant must not have outstanding audit deficiencies, findings, or disallowed costs from previous projects or activities
- e) Organization must have a Board of Directors that meets on a regular basis (monthly preferred)
- f) The City Community Enhancement request must not exceed 50% of the total project budget
- g) The City's Community Enhancement request must not exceed 25% of an applicant's total agency budget

APPLICATION DEADLINE AND SCHEDULE

A Review Team will evaluate requests from eligible organizations and present recommendations to the Raleigh City Council. The schedule (subject to revision) is:

1. **On or about November 16, 2015** - Application and guidelines for 2016-17 available
2. **Application Workshops:**
Workshops are designed to help organizations understand the federal requirements attached to awards, the targeting and special conditions of the year's grant cycle, and how the review process will be conducted. The content at the workshops will be identical, so interested parties need only attend one.

Workshops will be held:
 - **10 AM-12 Noon on Thursday, December 10, 2014**
 - At Walnut Creek Wetland Center, 905 Peterson St., Raleigh, NC 27610
 - **2-4 PM on Thursday, December 17, 2014**
 - At Walnut Creek Wetland Center, 905 Peterson St., Raleigh, NC 27610
3. **Friday, January 8, 2016 - Applications due by 4 PM.** Applications must be received in Community Development Division offices by this time. Applications postmarked on this date, but not received by this date and time will be considered late and will not be reviewed.
4. **Friday, February 5, 2016** – Community input (citizen participation) documentation due for neighborhood-targeted projects
5. **January and February 2016** - Review of eligible applications by staff and interviews (if needed)
6. **April 2016** - Recommendations made to City Council. Awards are contingent upon the City of Raleigh receiving CDBG funds from the US Dept. of HUD
7. **April and May 2016** – Contracting process begins for approved projects. Contract dates are anticipated to be September 1-August 31.

APPLICATION FORMAT

A printed application with original signatures (**handwritten applications will not be accepted**), one **Word** or **RTF formatted (PDF versions are not acceptable)** electronic copy of the application, and **one hard copy set of supporting documentation** e.g. fiscal reports

MAILING AND CONTACT ADDRESS

Applications should be sent or delivered to:

George Adler
City of Raleigh
Community Development Division
Housing & Neighborhoods Department
919-996-4330 (main number)

Location for hand delivery or overnight mailing:

310 West Martin Street
Raleigh NC 27601

Mailing address:

PO Box 590
Raleigh, NC 27602

All applications are due in Community Development offices by 4 PM on Friday, January 8, 2016.

Applications must be received in Community Development Division offices by this time and date. Applications postmarked on the due date, but not received by this date and time will be considered late and will not be reviewed.

AWARD EXPENDITURE SCHEDULE

Awarded funds not spent within 12 months of contract start date will be recaptured by the City of Raleigh. Applicants who are awarded funds are expected to start their project activities the same month that the contract starts.

QUESTIONS?

George Adler
Planner II
(919) 996-6963
george.adler@raleighnc.gov

APPLICATION SCORING and POINTS

Applications will be scored according to the categories below, points listed are the maximum points available per category:

1. Project (34 Points)

- Clear description of project provided
- Project goals, objectives, and scope are clearly defined and measurable, and demonstrate a positive impact on the community
- Meets an objective of the City's Five-Year Consolidated Plan
- Serves low/moderate-income clientele
- Project schedule and cost are reasonable and realistic

2. NRSA Targeting (10 points)

- Projects that serve the Neighborhood Revitalization Strategy Area (NRSA) in College Park, specifically:
 - Homebuyer Counseling
 - Job training for youth and adults
 - Life skills training for youth and adults
 - Seniors
 - Persons who are disabled
 - Persons with extremely low-incomes (incomes at or below 30% AMI)
 - New projects that address demonstrated gaps in services for low and moderate income persons

3. Fiscal Responsibility (22 points)

- Audit attached or on file; no significant adverse audit or review findings
- Budget is reasonable and realistic
- Diversity of funding sources
- Documentation of non-city funds included
- Clear financial need is represented

4. Administration (20 Points)

- Mission statement is clear and concise
- Minimum of five members on Board of Directors
- No conflict of interest by board members
- Stable, trained, experienced, certified management staff
- Use of volunteers and collaboration with other agencies
- Agency has a track record of at least one year working in project area
- Citizen involvement in determining needs for neighborhood-based projects

5. Other sources of City of Raleigh funding (8 points)

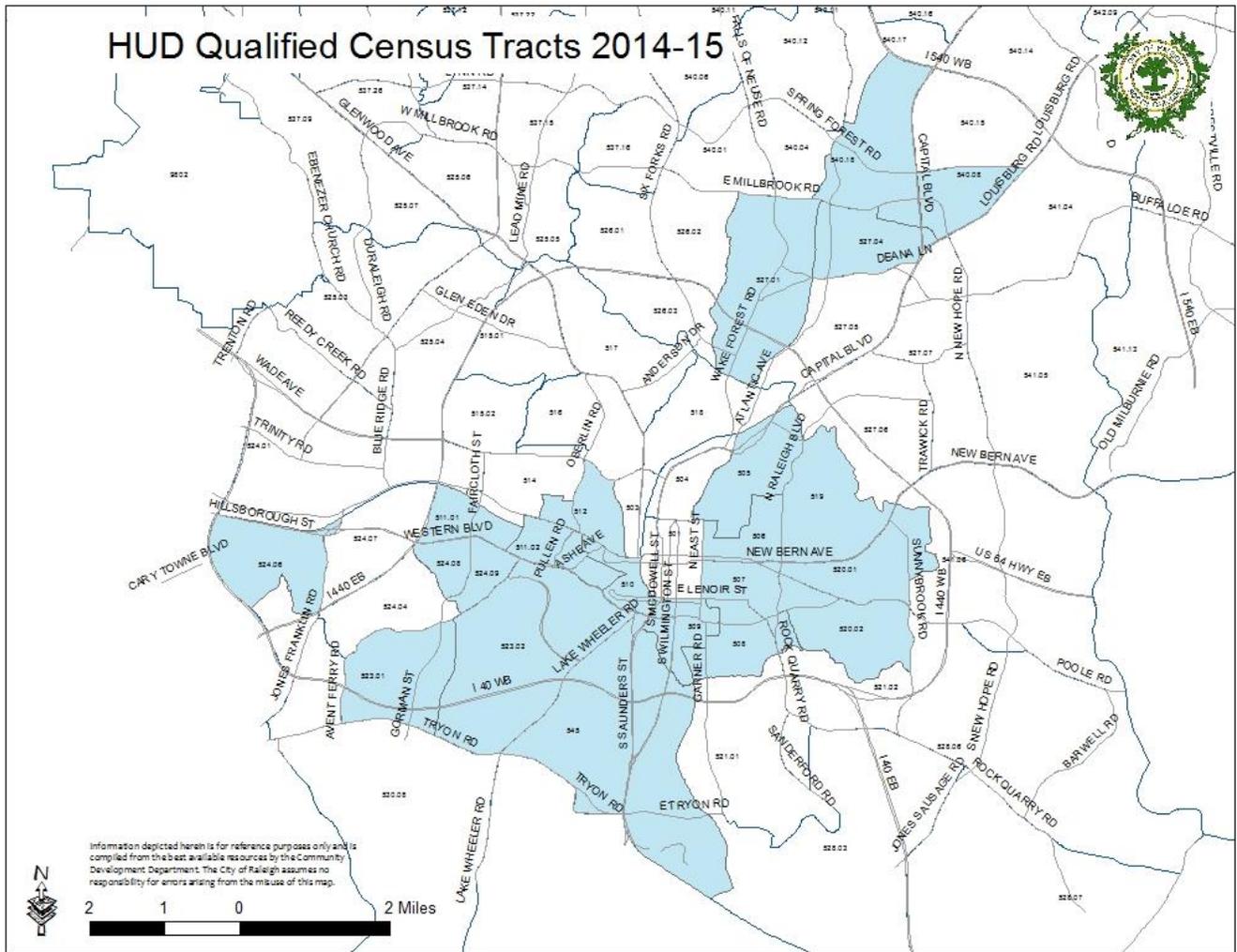
- No other City of Raleigh funding received in last fiscal year
- No other City of Raleigh funding received in current fiscal year

6. Attended an Application Workshop (3 points)

7. Requesting a Community Enhancement Grant for the first time (3 points)

8. Past performance with other Community Development Division grants/loans (0 points to -5 points)

TOTAL POINTS AVAILABLE: 100



This map should be used for planning purposes only.
 Please contact George Adler at (919) 996-6963 or george.adler@raleighnc.gov to confirm that your project is located in a Qualified Census Tract.