



## Housing & Neighborhoods

### **Request for Letters of Interest Public Project Community Support Fund (PPCSF) Pilot Round 2**

#### **Background**

As a part of the City of Raleigh Fiscal Year 2022-23 Budget, City Council approved \$1.5 million dollars to support the Public Project Community Support Fund (PPCSF) Pilot. The PPCSF was created to provide support to businesses and residents within the eligible geographic area (Eligibility Area) to offset the impacts of large-scale public investments.

The City is requesting Letters of Interest (LOIs) to build partnerships with community non-profit organizations that:

- represent a community's demographic characteristics (race, ethnicity, age, gender, etc.),
- have experience working with traditionally underserved and underrepresented groups (e.g., low-income and low-wealth communities, communities of color, non-English speaking communities or those with limited English proficiency), and
- have deep networks in communities where they operate and a high degree of trust among community members.

The PPCSF provides funding for community support programs targeting the New Bern Avenue Bus and Rapid (BRT) Corridor and the Dix Edge area. A map of the Eligibility Areas is available online: <https://raleighnc.gov/engage-city/funding-opportunity-local-non-profits>.

The first round of funding under the PPCSF was awarded in February 2022. For this second round, \$125,000 remains available for award.

#### **Objective**

The intent of the PPCSF is to provide funding to mitigate community impacts from large-scale public investments and construction projects. The PPCSF is not intended to address pre-existing or ongoing community challenges that are unrelated to large-scale public investments.

## **Funding & Activities**

For the second round of the PPCSF, \$125,000 is available for projects and programs addressing neighborhood stabilization and/or community outreach, such as:

- Effective engagement in identified Eligibility Areas
- Financial capacity building and planning (i.e., consumer education, credit counseling)
- Predatory property acquisition prevention
- Community-based volunteer home repair
- Other identified community needs

## **Eligible Respondents**

The City seeks LOIs from local community non-profit organizations that are representative of underserved and/or underrepresented groups and possess the ability to provide one or more the neighborhood stabilization/community outreach services listed above within the Eligibility Area. Organizations must be Raleigh-based and must have a 501(c) tax exempt status.

## **Eligible Geographic Area**

Proposed programs must provide services within the Eligibility Area:

<https://raleighnc.gov/engage-city/funding-opportunity-local-non-profits>

## **LOI Requirements**

LOIs should be in the form of a viewable and printable Adobe Portable Document (PDF) file. The format for the LOI submission is described below.

### **1. Cover Letter**

The cover letter should summarize the organization's vision and capacity to execute a program that best achieves objectives of the PPCSF. The cover letter should be on the organization's letterhead and be signed by the Executive Director.

### **2. Narrative**

A narrative should be provided describing the design of the program, estimated program cost, and the extent to which the non-profit has experience in providing the proposed programs or services. It should also describe how partnering with the City is consistent with or furthers the organizational mission. Any proposed partnerships with agencies or service providers should be identified. The narrative should address how the proposed program or work will meet the key decision criteria described below.

Responses are due **no later than 4:00 PM (ET) on Friday, March 24, 2023**. Questions regarding the LOI solicitation and LOI responses should be sent via email to Christopher "C.J." Valenzuela, Public-Private Partnerships Coordinator at [Christopher.Valenzuela@raleighnc.gov](mailto:Christopher.Valenzuela@raleighnc.gov) with a subject line of "PPCSF – Round 2".

## LOI Evaluation Criteria

In assessing LOIs for PPCSF funds, the City will use the following criteria:

Criteria	Maximum Points
<b><u>Program Design</u></b> <ul style="list-style-type: none"><li>• Program scope is clearly outlined and explained <b>(5 points)</b></li><li>• Program fills a resource need or program gap <b>(10 points)</b></li><li>• Program clearly aligns with the goals of the PPCSF and targets underrepresented and/or underserved groups <b>(10 points)</b></li><li>• Program implementation schedule realistic and costs are clearly identified and explained <b>(10 points)</b></li><li>• Program aligns with the organization’s mission <b>(10 points)</b></li><li>• Program works with other organizations to accomplish goals <b>(5 points)</b></li></ul>	<b>50</b>
<b><u>Program Metrics</u></b> <ul style="list-style-type: none"><li>• Measurable goals and objectives are provided to assess the program’s community impact within the Eligibility Area <b>(25 points)</b></li></ul>	<b>25</b>
<b><u>Organizational Capacity</u></b> <ul style="list-style-type: none"><li>• Organization has a demonstrated track record of providing effective services or programs in the community <b>(15 points)</b></li><li>• Program budget is complete, realistic, and financially sustainable beyond the PPCSF funds <b>(5 points)</b></li><li>• Program works with other organizations to accomplish goals <b>(5 points)</b></li></ul>	<b>25</b>
<b>Total</b>	<b>100</b>

## Grant and Contract Terms

- Grant recipient must be Raleigh-based non-profit organization and must have a 501(c) tax exempt status.
- Minimum \$25,000 grant award program.
- Program implementation must begin within sixty (60) days of the City’s “Notice of Grant Award” announcement anticipated for May 2, 2023.
- Funds must be used directly toward program implementation and/or resource creation and can be used as a “pass-through” to a sub-grantee or another entity.
- Grant recipient must provide performance reports at time of payment requests (or as requested by the City).

- Grant funds will be disbursed in increments to be determined during contract negotiation with the City.
- Grant recipients must perform services agreed upon. If recipient fails to perform as promised, the City will discontinue funding and recipient will be required to repay the City for the total amount of funds disbursed.
- Grant recipients must expend grant funding and reach program outcomes within twelve (12) months of contract execution with the City. Any unspent funds remaining after this deadline will revert to the City.

### **Rights to Submitted Material**

All proposals and supporting materials, as well as correspondence relating to this LOI solicitation, shall become the property of the City unless the material is qualified to be a trade secret under North Carolina law. Any proprietary data must be clearly marked as such in the manner required by North Carolina law and included in a separate envelope marked, "Trade Secret Materials." In submitting a LOI, each respondent agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third party who serves on the evaluation team or who is hired by the City to assist in the selection process.

The City reserves the right to retain all LOIs submitted and to use any ideas in a LOI regardless of whether that LOI is selected. Submission of a LOI indicates acceptance by the respondent of the conditions contained in this solicitation.

LOIs marked entirely as "confidential," "proprietary," or "trade secret" will be considered non-responsive and will be removed from the evaluation process.