



*City Of Raleigh*  
*North Carolina*

**HOUSING AND NEIGHBORHOODS  
DEPARTMENT**

**COMMUNITY DEVELOPMENT DIVISION**

**REQUEST FOR PROPOSALS (RFP)**

**COMMUNITY ENHANCEMENT  
PROGRAM**

**FISCAL YEAR 2015-16**

**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 2015-16 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, 2010-June 30, 2015, can be viewed here: <http://www.raleighnc.gov/home/content/Departments/Articles/HousingandNeighborhoods.html>

The City is currently working on a new Five-Year Consolidated Plan that will cover July 1, 2015-June 30, 2020.

**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

If you have a question about whether or not an activity qualifies for funding, please contact Amy Cole at [amy.cole@raleighnc.gov](mailto:amy.cole@raleighnc.gov) or 919-996-6961.

## **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-the City has other programs available for housing development
- Public services that serve persons who are not low or moderate income

## **FUNDING PRIORITIES**

- Applicants who have not been funded previously
- Projects that serve the following populations:
  - 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 will be available, depending on the amount of CDBG funds the City receives from HUD. 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
- Specific plans for measuring the benefits to be gained from proposed activity
- 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.

## **THRESHOLD REQUIREMENTS**

The following criteria are minimum thresholds for consideration of an application. No points will be awarded in this section, but meeting these basic criteria is necessary for the application to be considered for further evaluation. ***If the City determines that the 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
- 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 department

### **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 15, 2014** - Application and guidelines for 2015-16 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 **Wednesday, December 10, 2014** at Walnut Creek Wetland Center, 905 Peterson St., Raleigh, NC 27610
  - 2-4 PM on **Wednesday, December 17, 2014** at Walnut Creek Wetland Center, 905 Peterson St., Raleigh, NC 27610
3. **Friday, January 9, 2015** - Applications from organizations 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 6, 2015** – Community input (citizen participation) documentation due for neighborhood-targeted projects
  5. **January and February 2015** - Review of eligible applications by staff and interviews (if needed)
  6. **April 2015** - 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 2015** – Contracting process begins for approved projects. Contract start dates are anticipated to be July 1.

## **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:

Amy Cole  
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 by 4 PM on Friday, January 9, 2015.*** 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?**

Amy H. Cole  
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(919) 996-6961  
amy.cole@raleighnc.gov

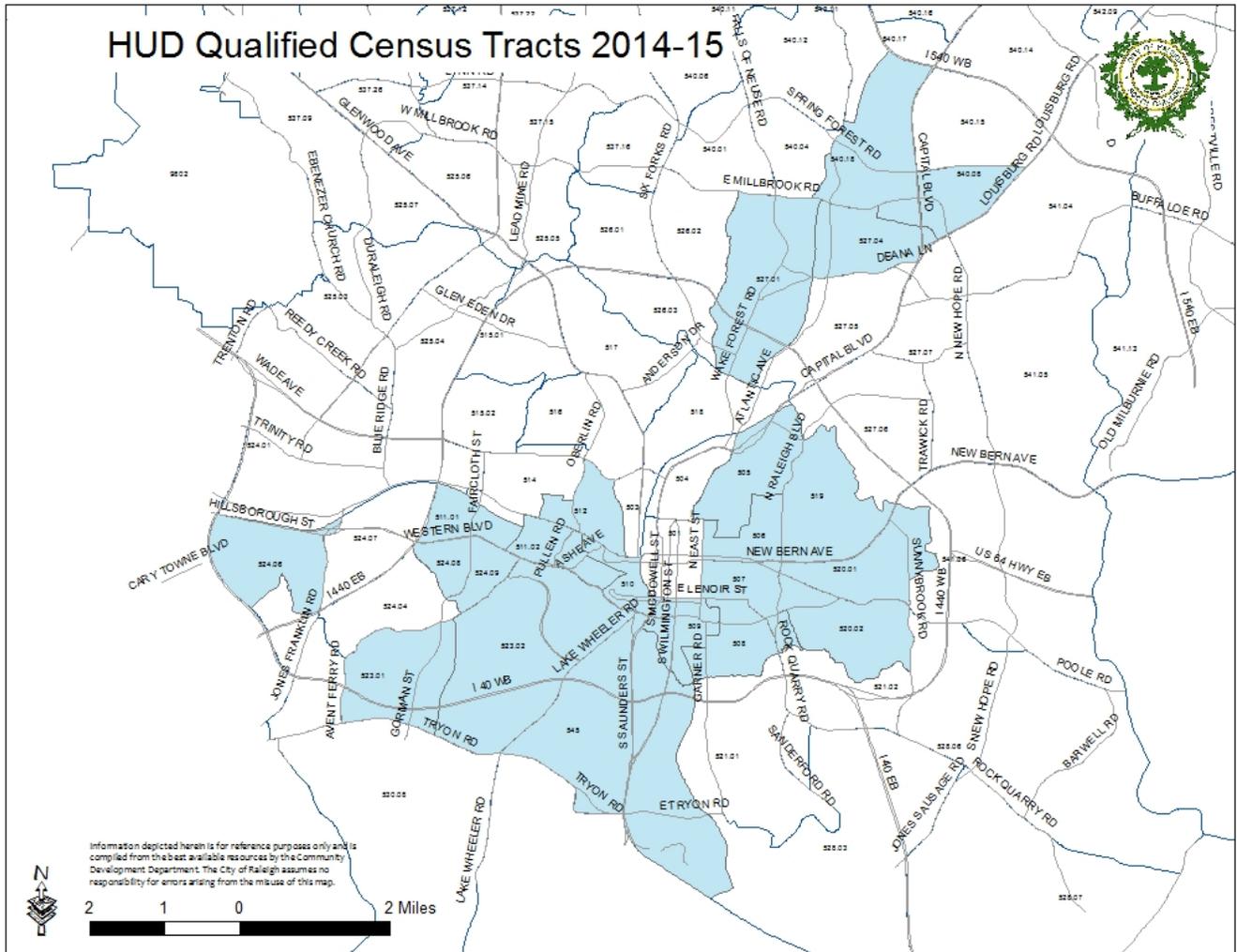
## APPLICATION SCORING and POINTS

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

1. Fiscal Responsibility (17 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
2. Project (24 Points)
  - 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
  - Clear description of project provided
  - Serves low/moderate-income clientele
  - Project schedule and cost are realistic
3. Administration (22 Points)
  - Mission statement is clear and concise
  - Agency has a track record of at least one year working in project area
  - Minimum of five members on Board of Directors
  - No conflict of interest by board members
  - Use of volunteers and collaboration with other agencies
  - Stable, trained, experienced, certified management staff
  - Citizen involvement in determining needs for neighborhood-based projects
4. Attended an Application Workshop (3 points)
5. Project Targeting (9 points)
  - Projects that serve the following populations:
    - 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
6. Area Benefit and project location (9 Points)
  - Agency located in low income census tract
  - Project located in low income census tract
  - Agency uses Area Benefit as National Objective correctly
7. Leverage: the less the City funds are of the total project cost, the more points are awarded (4 points)

8. Other sources of City of Raleigh funding (9 points)
  - No other City of Raleigh funding received in last fiscal year
  - No other City of Raleigh funding received in current fiscal year
9. Requesting a Community Enhancement Grant for the first time (3 points)

**TOTAL POINTS AVAILABLE: 100**



This map should be used for planning purposes only. Please contact Amy Cole at (919) 996-6961 or [amy.cole@raleighnc.gov](mailto:amy.cole@raleighnc.gov) to confirm that your project is located in a Qualified Census Tract.