SINGLE SOURCE AWARD **BID # SS-0360-20**

Subject: Management of Community Development Corporation (CDC) Organization Development Grants

Department: Neighborhoods Department

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2019 to date of award.

Recommend approval of single source award to Local Initiative Support Corporation (LISC) to oversee and manage the CDC Organization Development Grants per the attached scope of services. Period of service is from date of award through September 30, 2020. Total estimated expenditure amount is $400,000.00.

Funding Source: EROD011LISC-08201 – To be executed by formal contract through the Office of General Counsel

Single Source Award To: Local Initiative Support Corporation (LISC)

Price Justification: See attachment

Total Award: $400,000.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Form and Vendor Proposal

Certification as to Single Source: Bryan Mosier, Director, Neighborhoods Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst Annette Burney

For, Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Neighborhood Department- Office of the Director

FUNDING SOURCE: EROD011LISC-08201 Subsidies and Contributions

BRIEF DESCRIPTION OF GOODS/SERVICES:

LISC will facilitate building partnerships between community development corporations, community-based organizations, and neighborhood stakeholders to create partnerships that foster community ownership and increase economic opportunities in key urban communities.

AMOUNT OF PROJECT (attach quote): $400,000

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

LISC will enter into contracts with community development corporations, community based organizations and neighborhood stakeholders that increase their capacity to deliver programs that achieve outcome objectives in the areas of physical change, civic engagement and economic opportunities as described in the Scope of Services. LISC will provide oversight and management of the Organizational Development Grants including technical assistance to enable sub-grantees to achieve program objectives.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

LISC Jacksonville introduced the comprehensive community development model to Jacksonville. The program five pillars includes: improving access to quality education, fostering livable safe, healthy environments, increasing family income and wealth and stimulating economic activity. Based on a model that has been successful in 111 neighborhoods in 29 cities across the country, Jacksonville introduced the EPIC Communities Initiatives in two neighborhoods; Historic Eastside/Springfield and Northwest Jacksonville.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

After researching agencies and providers, the Neighborhoods Dept. has determined that LISC is the only non-profit funding agency, most qualified/diversed agency to provide a range of services to the City of Jacksonville. In addition to: Lending/Capital, Grant Making, EPIC Communities, Financial Opportunities Centers, Special Initiatives and Policy and Advocacy.

Submitted by: Shanee Ealey — Human Services Planner III

(Name) **(Title)**

Date: 11/25/2019

Requesting Agency's Director's Signature:

Procurement Division

City of Jacksonville, Florida

Lenny Curry, Mayor

Housing and Community Development Division
Ed Ball Building
214 North Hogan Street, 7th Floor
(904) 255-8200
Jacksonville, FL 32202
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Greg Pease, Chief, Finance and Administrative Department Procurement Division**

THRU: **Bryan Mosier, Director Neighborhoods Department**

FROM: **Thomas J. Daly, II, Esq., Neighborhoods Department Housing and Community Development Division**

SUBJECT: **Single Source Procurement request for Local Initiatives Support Corporation (LISC)**

DATE: **November 20, 2019**

The Neighborhoods Department requests that a single source contract be awarded to Local Initiatives Support Corporation (LISC). LISC is a nationally recognized community development investor with a local office in Jacksonville. LISC is the only non-profit funding agency that provides unique and specialized services to neighborhood organizations to assist them in the following ways:

Lending & Capital – providing recovered grants, predevelopment loans, working capital and lines of credit

Grant making – providing programs grants, capacity building grants and operating grants

EPIC Communities – partnerships with Operation New Hope for the Springfield and Historic East Jacksonville and Northwest Jacksonville Community Development Corporation for the Northwest Jacksonville neighborhood

Financial Opportunities Centers – partnerships with local banks and organizations to include the Weaver Foundation, Bank of America and Jesse Ball DuPont Foundation

Special Initiative – National Programs with LISC AmeriCorps and NFL Grants and local initiatives with Groundwork, USA and the KIPP School

Specifically, LISC has proven themselves as a premiere organization in providing these services for the past ten years under the Jacksonville Journey program. LISC has a proven

track record of providing Community Development Corporations the funding, oversight and management needed to provide physical revitalization, training and job creation, and civic engagement to low and moderate income citizens. Through the following agencies: Ability Housing of Northeast Florida, Groundwork Jacksonville, New Town Success Zone, Northwest Jacksonville CDC, Operation New Hope, Revitalize Arlington and Springfield Preservation and Revitalization Council. LISC has the experience, national and local connections needed to facilitate building relationships between community development corporations, community-based organizations and neighborhood stakeholders to create partnerships and relationships that foster community ownership and increase economic opportunities in key urban communities.

Under the Neighborhood Department, LISC will continue to provide their pioneering services in community development through this sole source award. For the 2019-20 fiscal year, $400,000 in general funds were appropriated for the LISC-Community Development Corporations Organizational Development Grants program in EROD011LISC-08201 through the Neighborhoods Department Budget Ordinance 2019-504. Please find attached the Scope of Services and the Single Source Request form.

I appreciate your time and considered in your review of this request. Please let me know if you have any questions or need further documentation. I may be reached at (904) 255-8204 or tdaly@coj.net.

Attachment

cc: Bryan Mosier, Director
Chiquita Moore, Operations Director

Neighborhoods Department Deliverables 2019-2020

	REQUIRED DOCUMENTATION	UNIT OF MEASURE	DELIVERABLE UNITS	DELIVERABLE RATE	TOTAL	NOTES
PHYSICAL REVITALIZATION						
Physical Revitalization deliverables focus on improving the physical environment within our communities. They include deliverables targeted towards the development of affordable housing, the preservation of existing housing stock, the creation of physical community assets and the removal of blight.						
Parcels for which CDC has obtained Site Control	Evidence of site control	Number of Parcels	2	$ 1,000.00	$ 2,000.00	
Projects for which CDC has secured 100% financing	Copy of project's sources & uses and letter(s) of commitment for all funding sources	Number of Units Financed	3	$ 2,000.00	$ 6,000.00	
Projects for which CDC has issued a Notice to Proceed to Contractor	Executed NTP and executed construction agreement	Number of units issued NTPs	24	$ 2,500.00	$ 60,000.00	
Projects which are completed and have received a Certificate of Occupancy or Use	CO/CU issued by the City of Jacksonville	Number of units issued a CO or CU	2	$ 4,000.00	$ 8,000.00	
Removal of Blighted Structures by CDC	Site address, photographs and finalized permit for demolition	Number of Structures	1	$ 2,000.00	$ 2,000.00	
Community cleanups and/or events focused on blight removal held	Dated sign-in sheet and narrative description of the event	Number of Events	33	$ 500.00	$ 16,500.00	
Owner occupied rehabilitation projects completed for low-to-moderate income families	Copies of finalized permits and construction agreement	Number of Projects Completed	16	$ 1,500.00	$ 24,000.00	
Beautification projects completed which improve the exterior appeal of the residences of low-to-moderate income families	Address, photographs, date and narrative description of improvements	Number of Housing Units Serviced	18	$ 1,000.00	$ 18,000.00	
CPTED improvements made to the residences of low-to-moderate income families	Address, photographs, date and narrative description of improvements	Number of Housing Units Serviced	16	$ 1,000.00	$ 16,000.00	
					$ 152,500.00	
CIVIC ENGAGEMENT						

Civic Engagement deliverables focus on connecting community members with resouces necessary to address the concerns of the community. By incentivizing CDC partners to connect residents with resources, the Civic Engagement deliverables listed will generate more organized, engaged neighborhoods.

Neighborhood Meetings Actively Engaged	Dated sign-in sheet, agenda and meeting minutes reflecting organization's engagement	Number of Meetings Attended	76	$ 500.00	$ 38,000.00	
Crime Watch Programs Actively Engaged	Dated sign-in sheet, agenda and meeting minutes reflecting organization's engagement	Number of Meetings Attended	22	$ 500.00	$ 11,000.00	
New neighborhood organizations created	Dated sign-in sheets, agendas and narrative description of organization	Number of organizations	0	$ 2,000.00	$ -	
Community events held	Sign-in Sheet, Flyer and Narrative Description of Event	Number of events	42	$ 1,500.00	$ 63,000.00	
Neighborhood Business Association Meetings Facilitated	Dated sign-in sheet, agenda and meeting minutes reflecting organization's engagement	Number of Meetings Facilitated	24	$ 500.00	$ 12,000.00	
					$ 124,000.00	

ECONOMIC OPPORTUNITY

Income & Wealth building encompasses a number of strategies to increase economic opportunities for communities by increasing the income of residents, incenting community ownership, and creating paths to careers in under-represented neighborhoods. By incenting entrepreneurial growth and job creation, creating a more highly skilled workforce, and increasing the financial capability of community members, the investments made in this category assist in families self-stabilizing and foster upward economic mobility and community wealth.

Number of individuals provided credit counseling that leads to a positive change in their credit score	Roster including 1st name, last initial and dated credit score (Non-FICO8) at intake and completion	Number of individuals	0	$ 125.00	$ -	
Number of individuals referred to credit counseling that leads to a positive change in their credit score	Roster including 1st name, last initial and confirmation of orientation completion	Number of individuals	0	$ 25.00	$ -	
Number of individuals attaining vocational and/or industry certifications	Roster including 1st name, last initial, date of completion, and copy of curriculum for certification program (Pre-approved by LISC Staff)	Number of individuals	117	$ 250.00	$ 29,250.00	

Number of individuals referred to programs who attain vocational and/or industry certifications	Roster including 1st name, last initial, date of completion, and copy of curriculum for certification program (Pre-approved by LISC Staff)	Number of individuals	15	$ 125.00	$ 1,875.00	
Number of individuals placed into new employment and retained for at least 90 days	1st name & initial, age, race, starting salary, job title, date employed/hired, and name of employer for each individual	Number of individuals	48	$ 750.00	$ 36,000.00	
Number of individuals referred to programs resulting in placement into new employment and retention for at least 90 days	1st name & initial, age, race, starting salary, job title, date employed/hired, and name of employer for each individual	Number of individuals	9	$ 375.00	$ 3,375.00	
Capital investments made to support businesses which are less than 5 years old	Business name, address where investment was made, amount of investment, category of investment (as determined by LISC), Budget of capital use and recipts proving expenditure of capital	Dollars Invested	0	$ 0.10	$ -	
					$ 70,500.00	

Contract Total: $ 347,000.00

SINGLE SOURCE AWARD **BID # SS-0410-18**

Subject: Management of Community Development Corporation (CDC) Organization Development Grants

Department: Neighborhoods Department

Description of Purchase: Recommend approval to amend the single source award with Local Initiative Support Corporation (LISC) to have the period of service reflect the contract period of October 1, 2017 through September 30, 2018, and to add the changes to the contract project deliverables as outlined in Exhibit D. Total estimated not to exceed expenditure amount of $400,000.00 will remain unchanged.

Funding Source: EROD011LISC-08201 – To be executed by formal contract amendment through the Office of General Counsel

Single Source Award To: Local Initiative Support Corporation (LISC)

Price Justification: See attachment

Total Award: $400,000.00 **Requisition #:** N/A

Attachments: Recommendation Memo and Previous Awards

Certification as to Single Source: Stephanie Burch, Director, Neighborhoods Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eichner
CHAIRMAN

DATE 6/14/18

ACTION OF AWARDING AUTHORITY DATE: 6/14/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SINGLE SOURCE AWARD **BID # SS-0410-18**

Subject: Management of Community Development Corporation (CDC) Organization Development Grants

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to Local Initiative Support Corporation (LISC) to oversee and manage the CDC Organization Development Grants per the attached scope of services. Period of service is from date of contract execution through September 30, 2018. Total estimated not to exceed expenditure amount is $400,000.00.

Funding Source: EROD011LISC-08201 – To be executed by formal contract through the Office of General Counsel

Single Source Award To: Local Initiative Support Corporation (LISC)

Price Justification: See attachment

Total Award: $400,000.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Form and Vendor Proposal

Certification as to Single Source: Stephanie Burch, Director, Neighborhoods Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

For – Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 2/15/18

ACTION OF AWARDING AUTHORITY DATE: 2/15/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No 2015-05

SINGLE SOURCE AWARD **BID # SS-0228-19**

Subject: Management of Community Development Corporation (CDC) Organization Development Grants

Department: Neighborhoods Department

Description of Purchase: Recommend approval of single source award to Local Initiative Support Corporation (LISC) to oversee and manage the CDC Organization Development Grants per the attached scope of services. Period of service is from October 1, 2018 through September 30, 2019. Total estimated expenditure amount is $400,000.00.

Funding Source: EROD011LISC-08201 – To be executed by formal contract through the Office of General Counsel

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2018. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Single Source Award To: Local Initiative Support Corporation (LISC)

Price Justification: See attachment

Total Award: $400,000.00 **Requisition #:** N/A

Attachments: Recommendation Memo, Single Source Form and Vendor Proposal

Certification as to Single Source: Stephanie Burch, Director, Neighborhoods Department

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 9/20/18

ACTION OF AWARDING AUTHORITY DATE: 9/20/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05