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"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-7200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

June 6, 2018

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

THRU: **Stephanie Burch, Director**
Neighborhoods Department S. Burch

FROM: **LaCree C. Carswell, Human Services Planner III**
Neighborhoods Department

SUBJECT: **Amendment to the 2017-18 Local Initiatives Support Corporation (LISC)**
Sole Source Contract #8781-12

The Neighborhoods Department requests an amendment to the single source contract awarded to Local Initiatives Support Corporation (LISC) on February 15, 2018. The maximum indebtedness of the contract will not be increased. LISC has requested to ratify the contract period as the 2017-2018 fiscal year (October 1, 2017-September 30, 2018) and to amend Exhibit D LISC Contract Project Deliverables due to several of the approved Community Development Corporations (CDCs) requesting adjustments to their original program goals and objectives. Please find attached the redlined Exhibit D and the amendment summary.

The general funds for this contract were appropriated for the LISC-Community Development Corporations Organizational Development Grants program through the Neighborhoods Department Budget Ordinance #2017-54-E. Funds for this contract will come from the same account code on the original award – EROD011LISC-0820.

I appreciate your time and consideration in your review of this request. Please let me know if you have any questions or need further documentation. I may be reached at 255-8271 or lacreec@coj.net.

LC

Attachment

cc: Stephanie Burch, Director
Neighborhoods Department
Julie Adamson, Operations Director
Neighborhoods Department

Amendment Summary
Contract #8781-12
Exhibit D
2017-18 LISC Contract Deliverables

The maximum indebtedness of this contract will not be increased. LISC has requested to ratify the contract period as the 2017-18 fiscal year (October 1, 2017-September 30, 2018) and to amend Exhibit D LISC Contract Project Deliverables as follows:

Exhibit D, Page 1

In an effort to expedite the amendment process, the agency has requested to eliminate this language.

Exhibit D, Page 2-Physical Change

1) **Northwest Jacksonville CDC (NWJCDC)**

This project was scheduled to rehab 6 units of rental housing on 7th Street which was incented to realize 6 housing units securing 100% financing. Due to parking issues, that project fell through. NWJCDC requested to move those six units securing 100% financing ($12,000 in value) to eight units of owner occupied rehab projects ($12,000 value) in the same neighborhood.

Deliverables Removed: 6 Units (-$12,000) – Projects for which CDC secured 100% financing
Deliverables Added: 8 Units (+$12,000) – Owner Occupied Rehab Projects Completed
Net Contract Change: $0

2) **Ability Housing, Inc. (AH)**

Due to a delay in the delivery of funding from tax credit allocation for redevelopment of the former Londontowne Apartments on Lane Avenue, AH requested to shift contract deliverables from 100% Financing to Notice to Proceed (construction start) for same project.

Deliverables Removed: 26 Units (-$65,000) – Projects for which CDC has issued a Notice to Proceed
Deliverables Added: 32 Units (+$64,000) – Projects for which CDC secured 100% financing
Net Contract Change: -$1000

Exhibit D, Page 3-Civic Engagement

1) **Ability Housing, Inc. (AH)**

Deliverables Removed: None
Deliverables Added: 1unit (+$500) – Neighborhood Meetings Actively Engaged
1unit (+$500) – Crime Watch Programs Actively Engaged
Net Contract Change: +$1,000

Exhibit D, Page 4-Economic Opportunity

2) **Operation New Hope, Inc. (ONH)**
Due to a staff change, the capacity to deliver financial counseling was decreased by 50 units. ONH requested to increase the outcomes in employment and training by 9 persons.

Deliverables Removed:	50 Units (-$6.250) – Individuals provided credit counseling that leads to a positive change in credit score
Deliverables Added:	1 Units (+$250) – Individuals attaining vocational and/or industry certifications
	8 Units (+$6,000) - Individuals placed into new employment and retained for at least 90 days
Net Contract Change:	$0

Exhibit D

LISC Contract
Project Deliverables
Page 1

Formatted: Tab stops: 1.27", Left

LISC shall ensure the project deliverables as described in Attachment D are met for each of the approved agencies to provide Physical Change, Economic Opportunity, and Civic Engagement categories during the term of the Agreement. If a line item is changed, the units not used in that line item will have to be transferred to another eligible category (i.e. Physical Change, Economic Opportunity or Civic Engagement). There can be no duplication of units in any category.

Deleted: e

Deleted: A line item may be changed by no more than 50%.

Funds may be transferred from line item to line item within the line items specified in the budget only provided that no expenditure shall exceed the maximum indebtedness of this Agreement. Budget changes requested by the Recipient must be received and logged in by the Contract Administrator no later than September 15, 2018. Budget change requests received after that date will not be considered and will be returned to the Recipient.

Exhibit D
LISC Contract
Project Deliverables
Page 2

PHYSICAL CHANGE

Physical Change deliverables focus on improving the physical environment within communities. They include developments targeted towards the development of affordable housing, the preservation of existing housing stock, the creation of physical community assets and the removal of blight and beautification.

	REQUIRED DOCUMENTS	UNIT OF MEASURE	2017-18 GOAL	DELIVERABLE RATE	TOTAL
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	32	$ 2,000.00	$ 64,000.00
Projects for which CDC has issued a Notice to Proceed to Contractor	Executed NTP and executed construction agreement	Number of units issued NTPs	4	$ 2,500.00	$ 10,000.00
Housing units which are completed and have received a Certificate of Occupancy	CO issued by the City of Jacksonville	Number of units issued a CO	4	$ 4,000.00	$ 16,000.00
Removal of Blighted Structures by CDC	Site address, photographs and finalized permit for demolition	Number of Structures	3	$ 2,000.00	$ 6,000.00
Community cleanups and/or events focused on blight removal held	Dated sign-in sheet and narrative description of the event	Number of Events	27	$ 500.00	$ 13,500.00
Owner occupied rehabilitation projects completed for LMI families	Copies of finalized permits and construction agreement	Number of Projects Completed	18	$ 1,500.00	$ 27,000.00
Beautification projects completed which improve the exterior appeal of the residences of LMI families	Address, photographs, date and narrative description of improvements	Number of Housing Units Serviced	21	$ 1,000.00	$ 21,000.00
CPTED improvements made to the residences of LMI families	Address, photographs, date and narrative description of improvements	Number of Housing Units Serviced	16	$ 1,000.00	$ 16,000.00
			125		TOTAL: $175,500.00

Deleted: 6
Deleted: 12
Deleted: 30
Deleted: 75
Deleted: 0
Deleted: 15
Deleted: 119
Deleted: 6

Exhibit D

LISC Contract
Project Deliverables
Page 3

CIVIC ENGAGEMENT

Civic Engagement deliverables focus on connecting community members with each other and the resources needed 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.

	REQUIRED DOCUMENTS	UNIT OF MEASURE	2017-18 DELIVER ABLE	DELIVERABLE RATE	TOTAL
Neighborhood Meetings Actively Engaged	Dated sign-in sheet, agenda and meeting minutes reflecting organization's engagement	Number of Meetings Attended	50	$ 500.00	$ 24,500.0
Crime Watch Programs Actively Engaged	Dated sign-in sheet, agenda and meeting minutes reflecting organization's engagement	Number of Meetings Attended	30	$ 500.00	$ 14,500.0
Community events held	Sign-in Sheet, Flyer and Narrative Description of Event	Number of events	25	$ 1,500.00	$ 37,500.00
Neighborhood Business Association Meetings Facilitated	Dated sign-in sheet, agenda and meeting minutes reflecting organization's engagement	Number of Meetings Facilitated	31	$ 500.00	$ 15,500.00
			136		TOTAL: $93,00

Deleted: 49
Deleted: 2
Deleted: 9
Deleted: 134
Deleted: 92

Exhibit D
LISC Contract
Project Deliverables
Page 4

ECONOMIC OPPORTUNITY

Economic Opportunity programs prepare residents and create a pipeline for economic opportunity and improved financial management for neighborhood families. These projects also spur employment opportunities through a range of diverse stakeholders as well as neighborhood-driven solutions to include CDC-led construction and/or permanent jobs along with vocational certificate job candidates.

	REQUIRED DOCUMENTS	UNIT OF MEASURE	2017-18 GOAL	DELIVERABLE RATE	TOTAL
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	50	$ 125.00	$ 12,50 Deleted: 100
Number of individuals referred to 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	54	$ 62.50	$ 3,375.00
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	81	$ 250.00	$ 20,00 Deleted: 0
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	53	$ 125.00	$ 6,625.00
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	56	$ 750.00	$ 36,00 Deleted: 48
			335		**TOTAL: $78,500.00**

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 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