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***

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): Neighborhoods Department-Office of the Director

FUNDING SOURCE: TBD

BRIEF DESCRIPTION OF GOODS/SERVICES:

LISC Jacksonville has led the holistic community development effort for decades through a combination of community partners, technical assistance and empowering neighborhood leadership. LISC will facilitate building partnerships between community development corporations, community-based organizations, and neighborhood stakeholders to create partnerships that foster community ownership and increased economic opportunities in key urban communities . LISC strives to achieve its broader goals following specific outcome objectives: physical change, civic engagement and economic opportunities.

AMOUNT OF PROJECT (attach quote): $400,000.00

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

The City and LISC will enter into a contract for LISC to provide oversight and management of the CDC Organization Development Grants. LISC will enter into contracts with community development corporations, community-based organizations and neighborhood stakeholders to provide programs that will meet the goals of providing physical change, civic engagement and economic opportunities in low and moderate income neighborhoods.

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 has been approved for nine years as the premiere agency with the proven track record to provide Community Development Corporations the oversight and management needed to provide physical revitalization, training and job creation, civic engagement to low and moderate income citizens .

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:

LISC has been a long-time provider of this unique and comprehensive service to the community and was previously funded through Jacksonville Journey.

Submitted by: LaCree Carswell — Human Services Planner III

(Name) **(Title)**

Date: 9/6/2017

Requesting Agency's Director's Signature: S. Burk

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

September 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: **Single source procurement request for Local Initiatives Support Corporation (LISC)**

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 local agency that provides unique and specialized services to neighborhood organizations to assist them in the following ways:

Lending & Capital- providing recoverable grants, predevelopment loans, working capital and lines of credit
Grantmaking- providing program 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 Corporations for the Northwest Jacksonville neighborhood
Financial Opportunities Centers- partnerships with local banks and organizations to include the Weaver Foundation, Bank of America and Jessie Ball Dupont Foundation
Special Initiatives- 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 nine years under the Jacksonville Journey program. LISC has a proven track record of providing Community Development Corporations the oversight and management needed to provide physical revitalization, training and job creation, and civic engagement to low and moderate income citizens. 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 that foster community ownership and increase economic opportunities in key urban communities.

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

Under the Neighborhoods Department, LISC will continue to provide their pioneering services in community development through this sole source award. For the October 1, 2018 through September 30, 2019 fiscal year, general funds will be appropriated for the LISC-Community Development Corporations Organizational Development Grants program through the Mayor's Budget. This sole source award is subject to that appropriation by the City Council. 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 Scope of Services /LISC Project Deliverables herein. A written notification will be provided in the event that funds are appropriated. Please find attached the Scope of Services.

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
Julie Adamson

LISC shall ensure the project deliverables as described in Exhibit 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.

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, 2019. Budget change requests received after that date will not be considered and will be returned to the Recipient.

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	2018-19 GOAL	DELIVERABLE RATE	TOTAL
Parcels for which CDC has obtained Site Control	Evidence of site control	Number of Parcels	1	$ 1,000.00	$ 1,000.00
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	31	$ 2,000.00	$ 62,000.00
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	34	$ 500.00	$ 17,000.00
Owner occupied rehabilitation projects completed for LMI families	Copies of finalized permits and construction agreement	Number of Projects Completed	15	$ 1,500.00	$ 22,500.00
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	19	$ 1,000.00	$ 19,000.00
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
			127		**TOTAL: $169,500.00**

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	2018-19 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	63	$ 500.00	$ 31,500.00
Crime Watch Programs Actively Engaged	Dated sign-in sheet, agenda and meeting minutes reflecting organization's engagement	Number of Meetings Attended	27	$ 500.00	$ 13,500.00
Community events held	Sign-in Sheet, Flyer and Narrative Description of Event	Number of events	27	$ 1,500.00	$ 40,500.00
Neighborhood Business Association Meetings Facilitated	Dated sign-in sheet, agenda and meeting minutes reflecting organization's engagement	Number of Meetings Facilitated	29	$ 500.00	$ 14,500.00
			146		**TOTAL: $100,000.00**

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	2018-19 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	0	$ 125.00	$0.00
Number of individuals referred to credit counseling that leads to a positive change in their credit score	Roster including 1st name, last initial and dated credit score (Non-FICO8) at intake and completion	Number of individuals	100	$ 25.00	$ 2,500.00
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	110	$ 250.00	$ 27,500.00
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	80	$ 125.00	$ 10,000.00
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	50	$ 750.00	$ 37,500.00
			340		**TOTAL: $77,500.00**

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 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*** 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: ERODO11LISC-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