

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



**Office of Community
Development**

Community Improvement Project Request for Proposal

March 27, 2019

East Baton Rouge Redevelopment Authority
620 Florida Street, Suite 110
Baton Rouge, LA 70801

General CDBG Information and Request for Proposal Instructions

The East Baton Rouge Redevelopment Authority (EBRRA), in conjunction with the Mayor's Office of Community Development, is seeking proposals for five (5) Community Development Corporations (CDCs) to each develop and execute a volunteer community improvement project within the following Community Improvement Plan (CIP) neighborhoods:

1. Scotlandville
2. Zion City/Glen Oaks
3. Old South
4. Choctaw/Northdale
5. Melrose East

Materials and support for the projects will be funded through Community Development Block Grant (CDBG) funds allocated to the City of Baton Rouge, Parish of East Baton Rouge by the U.S. Department of Housing and Urban Development (HUD), as well as assistance provided by EBRRA Community Partners.

General CDBG Information

The goal of the Community Development Block Grant (CDBG) Program through the City of Baton Rouge, Parish of East Baton Rouge (City-Parish) is to encourage communities with eligible populations to focus on long-term community development. To be competitive, projects must demonstrate the following:

- They meet a CDBG national objective;
- The particular project addresses the long-term planning and development efforts of the community;
- The funds granted will have significant impact on the overall community project;
- The community has demonstrated a strong commitment to the project and its sustainability; and
- The project is ready to proceed upon Conditional Notice of Award and will be completed within 120 days after issuance of Notice to Proceed.

Community Improvement Plans

The East Baton Rouge Redevelopment Authority and its consultant team worked for eighteen months from 2011 - 2012 to create Community Improvement Plans for five districts within East Baton Rouge Parish. The plans are community-driven with residents and other stakeholders providing input for guiding the future reinvestment and development in their communities to ensure that redevelopment efforts are sustainable and in keeping with each respective community's needs, character, and vision, as determined through discussions between the EBRRA, elected officials, and community stakeholders. In addition, the plans deliver action-oriented strategies that identify opportunities for reinvestment back into the community, while building upon the momentum of other revitalization efforts currently underway.

Minimum Eligibility Requirements

To be eligible for CDBG Volunteer Community project assistance, projects must meet the

following minimum requirements:

- The lead applicant must be an IRS recognized Community Development Corporation (CDC). A CDC is a 501(c)(3) non-profit, community-based organization focused on revitalizing the area in which the corporation is located, created to support and revitalize the community.
- The proposed volunteer community improvement activity must take place in one of the five (5) EBRRA identified Community Improvement Plan (CIP) neighborhood. The CIP neighborhoods are:
 - Scotlandville
 - Zion City/Glen Oaks
 - Old South
 - Choctaw/Northdale
 - Melrose East
- The proposed project must meet a national objective, and be an eligible activity under Section 105 (a) of the Housing and Community Development Act of 1974. In general, the project must either:
 - benefit an area or clientele whose population is at least 51% low- and moderate-income or
 - aid in prevention or elimination of slums or blight
- Match must be provided by the applicant and/or a third-party. Eligible sources of in-kind match include but are not limited to:
 - The appraised fair market value of donated land. Land donations by applicants, developers, organizations or individuals with financial or ownership interest in the project are ineligible as in-kind match;
 - Volunteer labor, regardless of the type of work being done; and
 - Donated goods or services are valued at cost.

Requests must include:

- A summary of the request that shows a breakdown of how the amount was calculated;
- Supporting documentation, including a commitment letter from the donor(s) regarding what is being donated and the value; and
- In the case of land donation, a copy of the fee appraisal (a review appraisal is not required).

Proposal Requirements

In addition to any documentation required in the “Minimum Eligibility Requirements” section, the following additional elements must be included in all proposals submitted for a Community Improvement Project.

- **Project design**
 - Project description: the project should be clearly defined as to determine eligibility and feasibility.
 - Project need: demonstration of the community need for the project.
- **Organizational Capacity**
 - Describe how the CDC will support the proposed activity and coordinate volunteers for the proposed project.

- If the CDC does not have the organizational capacity to support the proposed project, the EBRRA will provide support through community partner matching. EBRRA has identified agencies that have performed similar initiatives and/or have demonstrated the ability to amass volunteers for community based projects.
 - Identify the CDC point of contact and/or the assigned person that will assume the leadership role for project implementation.
- **Proposed Project Budget**
 - CDBG program dollars will be used to purchase eligible material for the project. The CDC should provide cost estimates for material necessary to complete the proposed project. The maximum amount cost of materials per award is \$22,000.00.
 - Budgets should also include any in-kind dollars being leveraged to complete the project. This can be demonstrated by a letter of intent/support from the prospective donor(s).
- **Project Timeline**
 - Detailed project schedule to include the proposed project milestones and schedule. Reminder, projects must be completed within 120 days of issuance of the Notice to Proceed.

General Grant Award Information

- Each of the five (5) selected CDCs will be eligible for a grant award of up to \$22,000.00 in project funds which will be used solely for the purchase of supplies which will be used to complete the Community Improvement Project.
- Each of the five (5) selected CDCs will be eligible for up to \$5,000.00 in program delivery funds which will be to reimburse administrative costs directly related to the coordination and execution of the Community Improvement Project.
- All work shall commence upon issuance of the Notice to Proceed from EBRRA and shall be completed within 120 days of the project start date. Requests for additional project completion time will be evaluated on a case by case basis by EBRRA.

Eligible Activities

- Volunteer Housing Rehabilitation
 - Minor rehabilitation of existing residential housing. Examples of eligible activities would be roof replacements, providing handicap accessibility, and minor interior repairs to substandard housing conditions.
 - All minor residential rehabilitation projects require environmental clearance and the potential applicant's household income must be less than 80% of the Area Median Income. The environmental clearance will performed by EBRRA. The CDC must determine individual applicant eligibility.
 - Additional information on the requirements for residential rehabilitation by contacting the EBRRA Grants Director.
- Neighborhood Facilities Improvements
 - Rehabilitation of facilities providing neighborhood services.
 - The area/facility must exhibit objectively determinable signs of physical

deterioration where it is determined that immediate action is necessary to stop and/or slow down the deterioration and that permanent improvements will be carried out as practicable to repair.

- Examples include projects such as neighborhood parks, recreational facilities, playgrounds.
- Sidewalk/Street Improvements
- Façade Improvements
 - These include all improvements and facilities that are either publicly owned or that are traditionally provided by government, or owned by a non-profit, and operated so as to be open to the general public. Activities include aesthetic amenities on public land such as landscaping (trees, sculptures, pools of water and fountains and other works of art).

All activities will require Environmental Clearance which will be conducted by EBARRA.

Ineligible Activities

This list is not meant to be all-inclusive; please consult the EBARRA Grants Director for questions regarding specific projects. The following is a list of **some** of the projects that are not eligible for CDBG funding:

- The acquisition, construction or rehabilitation of buildings for the general conduct of government;
- Real property acquisition for ineligible activities;
- General equipment purchase;
- Purchase of items that are living (plants, trees, sod, animals, etc.);
- Operation and maintenance expenses associated with public facilities or services;
- General government expenses;
- Political activities of any nature; or
- The direct construction of new housing.

Projects Combining Eligible and Ineligible Activities

Depending on a community's needs, it may be appropriate for a project to combine CDBG eligible and ineligible activities. Such a project may still be eligible for CDBG funds, provided:

- that the budget clearly delineates the costs of the eligible and ineligible activities;
- that CDBG funds will not pay for any ineligible activities; and
- that local funds comprise at least the minimum required match of the cost of the eligible portion of the project.

Further guidance can be provided by the EBARRA Grants Director.

Meeting a National Objective

Title I of the Housing and Community Development Act of 1974, as amended, identifies the national objectives of the CDBG program. Projects must meet the national objective of Benefit to Low-and-Moderate Income Persons on an Area Basis, Limited Clientele Basis, or Spot or

Area Slum and Blight.

The CDC will need to demonstrate that it meets the required objective by providing all of the required documentation and answering all relevant questions:

- **Benefit to Low- and Moderate-Income Persons – Area Basis**

To show that a project benefits an area of low and moderate income people, the following questions must be clearly answered in the application on the National Objective Identification page:

1. What are the boundaries of the service area?
2. How do the boundaries correspond to the project's intended beneficiaries?
3. Using HUD Census data or a certified income survey, what percentage of persons in the service area is of low- to moderate-income?
4. How were the income characteristics of the target population determined?
5. Is the proposed facility available to all service area residents?

The following documentation will need to be provided:

1. Detailed map(s) showing location and boundaries of service area, including street names.
2. The methodology of the income survey, the low-to-moderate income worksheet and the sample survey instrument must also be included.
3. Income Certification Form
4. For all income surveys a justification letter must provide a sound reason for why a survey should be used and for the difference between the income survey LMI % and the Census data. It must address the specific economic conditions for the survey area.

- **Benefit to Low- and Moderate-Income Persons- Limited Clientele Basis**

There are eight groups of people that are presumed by federal regulations to be of low and moderate income. Those groups are as follows:

- Senior citizens (people who are 62 years of age or older);
- Migrant farm workers;
- Abused children;
- Battered spouses;
- Severely handicapped adults;
- Homeless persons;
- Illiterate adults;
- Persons with AIDS.

For limited clientele projects serving other persons, benefit to low and moderate income persons must be documented by an income verification process.

For a limited clientele project, the following questions will need to be clearly answered in the application:

1. Who will use the proposed facility? Are the beneficiaries in a group presumed to be low- and moderate-income, or will beneficiaries be qualified based on income?
2. Will any other groups or the general public also use the facility? If so, to what

- extent?
3. If the facility is to be used on an income-eligible basis, how will income and family size information of users be documented? If less than 100% of users are to be of low- to moderate-income, how was the percentage of low- to moderate-income users determined or estimated?

The following documentation will also have to be provided for a limited clientele application:

1. For mixed-use facilities: floor plan showing areas devoted to limited clientele activities.
2. If appropriate, income sliding scale and/or information concerning specific federal and state subsidized programs for the identified limited clientele group.

- **Prevention or Elimination of Slums or Blight – Area Basis**

The following questions must be answered in the application on the National Objective Identification page:

1. What are the boundaries of the area?
2. What are the conditions that cause the area to be considered blighted?
3. What percentage of buildings in the area are deteriorated? How are they deteriorated?
4. What public facilities in the area are deteriorated? Describe this deterioration.
5. How will the proposed project remedy one or more of the blighted conditions described above?

- **Prevention or Elimination of Slums or Blight – Spot Basis**

The following issues must be addressed:

1. Show the specific blighted or deteriorating structure that will be affected by the proposed project.
2. Provide a detailed description of conditions to be remedied by the proposed project, accompanied by a detailed statement of activities to address those conditions.

The following documentation must be attached to a slum and blight, spot basis application:

1. Municipal resolution passed, by the application due date by governing body that describes the blighted or deteriorating structure, including a legal description, and officially designates the structure as blighted under a spot basis.
2. Photographic documentation of the slum or blighted conditions that prompted the municipal resolution.

Spot basis slum/blight projects are limited to five project activities: acquisition, relocation, clearance, historic preservation and limited rehabilitation to correct specific conditions detrimental to public health and safety. **Please note a spot basis blight project must not be located within a designated blight area.**

Proposal Submission

The proposal should be packaged as a single PDF and electronically submitted by email (if under 20 mb in size) to tsaunders@ebrra.org, OR by mail on a USB thumb drive to EBRRA, c/o CPD Grants Director, 620 Florida Street, Suite 110, Baton Rouge, LA 70801. Digital signatures will be accepted. Paper copies should not be submitted.

Proposals should be delivered to:
 East Baton Rouge Redevelopment Authority
 c/o Tasha Saunders, CPD Grants Director
 620 Florida Street, Suite 110
 Baton Rouge, LA 70801

The proposal MUST be received in the EBRRA office by 4:00 pm CST Friday, April 19, 2019. Failure to comply with submission requirements could render a project ineligible.

Timeline

Activity	Commencement Date	End Date
RFP Announcement	Friday, March 22, 2019	Friday, March 22, 2019
Release of RFP	Wednesday March 27, 2019	Friday, April 19, 2019
Submission of Questions from Responders	Monday, April 1, 2019	Friday, April 5, 2019
Release of Responses to Questions	Monday, April 8, 2019	Wednesday April, 10, 2019
RFP Workshop	Thursday, April 4, 2019	Thursday, April 4, 2019
Submission of Proposals	Tuesday, March 26, 2019	Friday, April 19, 2019
Final Decisions Announced	Monday, April 22, 2019	Friday April 26, 2019
Contract Negotiation/Execution	Monday, April 22, 2019	Tuesday, April 30, 2019
Begin Contract Work	Wednesday, May 1, 2019	Saturday, August 31, 2019

EBRRA will host an RFP Workshop at 11:00 am, Thursday, April 4, 2019 to review and discuss the RFP requirements and HUD regulations. The meeting will be at the RDA offices:

620 Florida Street
 Suite 110
 Baton Rouge, LA 70801

For more information regarding the workshop or for questions regarding the RFP, please contact Tasha Saunders, CPD Grants Director at tsaunders@ebrra.org or 225-387-5606.