

South Dallas Fair Park Opportunity Fund

Human Development Grant Program Notice of Funding Availability (NOFA)

SECTION I: BACKGROUND

Purpose

The purpose of the South Dallas/Fair Park Opportunity Fund (Opportunity Fund) is to provide loans and grants to promote economic development and support human development initiatives in the neighborhoods surrounding Fair Park. The Opportunity Fund is administered by the Office of Economic Development, in coordination with the South Dallas/Fair Park Opportunity Fund advisory board. This Notice of Funding Availability (NOFA) provides the form of application and scoring criteria for the award of human development grants, defined as contracts for social services directly benefitting residents of the Opportunity Fund service area (described below). A maximum of \$100,000 is available for award, and within that limit there is no minimum or maximum grant size or number of grants to be awarded.

Service Area

The Opportunity Fund will only issue funding to businesses or entities located within, relocating to, or serving a population at least 90% of which are residents of the Opportunity Fund service area. The service area consists of the following census tracts: 25, 27.01, 27.02, 34, 37, 38, 39.01, 39.02, 203, 40, and 115. A map of the Opportunity Fund service area is attached as **Exhibit D**.

Opportunity Fund Program Goals

All grants must accomplish progress toward one of the five Opportunity Fund program goals:

1. Increase workforce participation and readiness
2. Stimulate small business activity and growth
3. Improve health outcomes
4. Improve public safety
5. Improve educational outcomes

Each applicant must clearly define which goal the social service program serves and must identify a numerically measurable method by which to measure the program's outcomes toward achieving the goal.

SECTION II: HUMAN DEVELOPMENT PROGRAM GUIDANCE

Eligible Applicants

Applicants must provide services directly benefitting residents of the Service Area. Applicants, including their affiliates and subsidiaries, shall only be eligible for Opportunity Fund awards twice in any 5-year period. Human development contracts will be awarded only for demonstrated new or expanded services to residents of the Service Area and shall only be used to pay for costs attributable to that new or expanded service. Grants shall not be awarded to persons or entities who have outstanding city liens or tax liens, who are party to a lawsuit against the City, who have filed for bankruptcy in the previous 5 years, who are currently in default under any other agreement with the City, or who have in the previous 5 years been party to a contract with the City that was terminated due to default.

Payment

Human development contract awards will be paid on a reimbursement of actual expense basis in accordance with the scope of services and budget. Requests for reimbursement may be submitted during the contract period or at the conclusion of the program, and should include (i) a detailed description of costs for which reimbursement is sought, (ii) verification that such costs were incurred such as receipts, timecards, invoices, or other evidence of expense satisfactory to the director of the Office of Economic Development in his or her sole discretion, (iii) documentation as to how the expense was related to the human development program, (iv) verification that all match funds (described below) have been expended in full and that in-kind services were received, (v) documentation that at least 90% of the persons served by the program were residents of the Service Area, and (vi) documentation of the program's progress toward accomplishing the relevant Opportunity Fund goal. City funds may be paid pro rata with the matching funds or after the match funds have been expended.

Expenses incurred prior to the effective date of the grant agreement will not be eligible for reimbursement. The effective date of the agreement will be either the date of the City Council's approval of the agreement, or the date of the Administrative Action approving the agreement, as determined by the Office of Economic Development.

All requests for reimbursement must be submitted within 60 days of the end of the grant agreement term. Late or incomplete requests for reimbursement will not be processed. If the grantee fails to accomplish the requirements of the grant agreement, then the grant will be forfeited, subject to the notice and cure requirements of the grant agreement.

Match

Each human development contract application must include evidence of a dollar-for-dollar match from a third-party funding source, either as a commitment letter or an account balance earmarked and set aside for the program. The match must be specific to the human development program and must be received and expended within the grant agreement term. At least 80% of match must be in the form of cash. Up to 20% of match may be in the form of volunteer labor or other in-kind as

approved by the director of the Office of Economic Development, in his or her sole discretion. Volunteer labor will be valued at the federal minimum wage in effect on the effective date of the grant agreement. Evidence of the volunteer labor match must be submitted with the reimbursement request in the form of a volunteer hours log on grantee letterhead. Each entry must include the date and hours of service as well as the legible printed name, address, phone number, and signature of each volunteer.

Persons Served

Human development services must be targeted to residents of the Service Area and at least 90% of the persons served under the agreement shall be residents of the Service Area. For businesses or organizations that do not have its primary office within the Opportunity Fund service area, the awardee must provide a roster documenting that at least 90% of the persons served under the agreement are residents of the Service Area, as verified by a Driver's License or utility bill. The applicant's proposed form of documentation must be approved by the Office of Economic Development and attached as an exhibit to the grant agreement. This completed documentation must be submitted to the City with the reimbursement request at completion of the program.

Program Goals

Each award under the human development grant program must include a description of measurable outcomes to demonstrate progress toward one of the following Opportunity Fund goals in the Service Area:

1. Increase workforce participation and readiness
2. Stimulate small business activity and growth
3. Improve health outcomes
4. Improve public safety
5. Improve educational outcomes

The goal and the method of tracking progress toward the goal will be included in the grant agreement, and documentation of such progress and achievement of a measurable result will be material obligations of the agreement. Awardees must submit such documentation with the reimbursement request at completion of the program.

Public Purpose

All grants must accomplish a public purpose. Each proposal will be analyzed to ensure that the incentive serves a public purpose and provides a public benefit in conformance with the Opportunity Fund program statement and in conformance with state law and controlling caselaw. Financial awards will be documented in written agreements to ensure that the City retains control over the public funds to guarantee that the public purpose is accomplished as a return benefit to the City.

SECTION III: HUMAN DEVELOPMENT GRANT APPLICATION AND INSTRUCTIONS FOR 2018

Applications for awards will be accepted in response to this Notice of Funding Availability (NOFA) as issued by the Office of Economic Development only and will not be accepted at other times. Up to \$100,000 is available to be awarded under this NOFA. To be considered for funding, all applications must be complete and timely submitted to the location and by the date listed below.

ALL APPLICATIONS MUST BE SUBMITTED TO 1500 MARILLA, 5CS, DALLAS, TEXAS 75201 IN A SEALED ENVELOPE MARKED “OPPORTUNITY FUND NOFA” BY 5:00 P.M. CST ON MARCH 18. APPLICATIONS RECEIVED AFTER THIS TIME AND DATE WILL NOT BE CONSIDERED FOR FUNDING. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.

To be considered complete, an application must include the following items:

1. **COVER PAGE:** A completed cover page (**Exhibit A**), executed by an authorized signatory for the applicant organization. Please also include documentation of the authorized signatory’s authority to sign on behalf of the entity, such as organizational documents, formation documents, and/or resolution of the governing board.
2. **ORGANIZATION INFORMATION AND HISTORY:** In 10 pages or fewer, describe the applicant entity, its corporate purpose, its corporate history, its mission statement if any, its primary achievements, and relevant programs and services provided in or near the City of Dallas. Attach a printout of a Certificate of Active Status from the State Comptroller dated within one week of the application submission date. Please include a copy of your most recent annual report and, for nonprofit applications, your most recent Form 990.
3. **PROGRAM INFORMATION:** In 10 pages or fewer, describe the proposed program including:
 - **Program Summary**
 - Describe your proposed program.
 - Detail which Opportunity Fund goal this program fits under, what community problem or need this program addresses, and how it will address the identified need or problem.
 - Please confirm whether this is a new program for your entity, or an expansion of an existing program. If it is an expansion, please detail the existing program and how the proposed program expands on the scope of your entity’s existing work.
 - Please detail the facilities, personnel, and/or materials that will be required for your proposed program.
 - **Program Beneficiaries:** Detail the intended beneficiaries of the proposed program, how they will be identified or recruited, and how many participants will be served.

- **Outcomes and Metrics:** What outcomes are expected? How will success be measured? How will this be tracked? Please list with specificity how you will track numeric progress toward achieving the relevant Opportunity Fund goal.
 - **Service Location:** When and where will services be offered? Please list addresses, dates, and times.
 - **Project Timeline:** Please include a detailed program timeline.
 - **Project Partners:** Identify committed partners and detail their role in the proposed program. Include evidence of such partnerships if available. which Opportunity Fund goal the program will impact, a statement of need, and confirmation that the proposed program is a new service or an expansion of an existing service.
4. **BUDGET:**
- Attach a budget for the proposed program in the form attached as **Exhibit B**.
 - Attach proof of third-party matching funds such as a commitment letter from the third-party matching grant source.
 - Attach a narrative description of no more than 3 pages supporting your funding request. What will funds be used for and why did you request the amount of funds that you did? If the City of Dallas does not approve your funding request, how will you fund the proposed program or modify the scope of the program? If the City of Dallas only partially funds your request, how will you fund the proposed program or modify the scope of the program?
5. **AFFIDAVIT:** The authorized signatory of the applicant should complete, execute, and have notarized the *Affidavit of Representations and Certifications* form attached.

Please note that additional documentation may be requested prior to approval or funding if necessary to clarify or supplement any response, as determined by the Director of the Office of Economic Development in his or her sole discretion.

Applications

Staff will review all timely submitted applications for completeness and for compliance with the NOFA. Complete applications will be ranked based on the scoring criteria described below, and applications scoring a minimum of 80 will be presented to the Opportunity Fund advisory board for funding recommendations. The funding recommendations of the Opportunity Fund advisory board will be presented to the Economic Development and Housing Committee. On approval of the Committee, funding recommendations will be presented to the Dallas City Council or processed via administrative action, at the determination of the director of the Office of Economic Development. The City reserves the right to fund some, all, or none of the applications at its sole discretion.

SECTION IV: REVIEW CRITERIA

Complete applications will be scored by staff based on the following matrix:

Requirement	Maximum Points
Cover sheet	5 points
Organization Information and History	10 points
Program information	
• Addresses SDFPOF Goal	15 points
• Measurable goals and outcomes	15 points
• Program complies with the Opportunity Fund program statement, the proposed program description is clear and complete as to the description of activities to be undertaken, and timeline is achievable.	25 points
Budget Information	
• Budget sheet and narrative	15 points
• Documentation of third-party match	15 points
Affidavit	NA
Total Points	100 points

SECTION V: NOFA INQUIRIES

Heather Lepaska
Office of Economic Development
City of Dallas
214.670-1222
heather.lepeska@dallascityhall.com

**EXHIBIT A
COVER PAGE**

Agency Contact Information	
Organization Name	
Address	
Email	
Phone Number(s)	
Fax Number(s)	
Head of Organization (name and title)	
Primary Contact (name and title)	
City of Dallas Vendor Number	
Program Overview	
Program Name	
Grant Funding Amount Requested	

I certify that all information contained in this application and the attachments are true and complete, and that I am authorized by the organization to execute this application and to execute a grant agreement on behalf of the organization.

Signature

Date

Printed Name: _____

Title: _____

**EXHIBIT B
BUDGET FORM**

Program Name:		
Administrative Cost*	City Funding	Match
Rent		
Utilities		
Other: _____		
Other: _____		
Other: _____		
Program Delivery	City Funding	Match
Personnel (Contract or new hire <i>for this particular program</i>)		
Transportation		
Curriculum		
Facility Usage		
Other: _____		
Other: _____		
Other: _____		
Total Program Cost		
Amount requested from the City		
Amount secured from other sources	Cash:	In-Kind (Please Describe):

*The City's portion of administrative costs may not exceed 15% of the total City award.

EXHIBIT C
AFFIDAVIT OF REPRESENTATIONS AND CERTIFICATIONS

The undersigned, as an authorized signatory of the organization submitting a grant application to the South Dallas/Fair Park Opportunity Fund Notice of Funding Availability represents and certifies to the City of Dallas that the following statements are true as to the applicant and all of its affiliates and subsidiaries (the "Applicant Entities"):

1. There is no pending litigation involving or judgments against the Applicant Entities or any property owned by the Applicant Entities.
2. The Applicant Entities are current on all taxes, including property taxes.
3. There are no liens or outstanding notices of violation of the Dallas City Code on any property owned by the Applicant Entities, and no other fees or sums owed to the City of Dallas by any Applicant Entity.
4. No Applicant Entity has defaulted on any Municipal Court or District Court order, or has filed for bankruptcy, declared itself insolvent, or been declared insolvent in the last 5 years.
5. No Applicant Entity, nor any officer, board member, employee, or family member of any of the same, have a conflict of interest or relationship with any City of Dallas official, other than as described herein: _____

_____.

Executed the _____ day of _____, 20____.

Signature: _____

Printed Name: _____

Title: _____

JURAT

The State of Texas
County of Dallas

Subscribed and sworn to before me on this _____ day of _____, 20____ by
_____.

(Seal)

Notary Public, State of Texas

