

FY2008 REQUEST FOR PROPOSALS (RFP)

LAWRENCEVILLE OPERATION WEED AND SEED CITY OF PITTSBURGH



Issued: August 29, 2008

Round 1 Due Date: No later than 5 P.M. on September 26, 2008

Round 2 Due Date: No later than 5 P.M. on March 10, 2009

Return electronic copy of proposal to WeedandSeed@city.pittsburgh.pa.us **and hard copy to:**

LAWRENCEVILLE III / FY2008 RFP RESPONSE
Operation Weed and Seed - Office of the Mayor
Attn: Chuck O'Neill
512 City-County Building
Pittsburgh PA 15219

For technical assistance contact Chuck O'Neill at 255-4773.

OPERATION WEED AND SEED PROGRAM: LAWRENCEVILLE FY2008 REQUEST FOR PROPOSAL (RFP)

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WHAT IS WEED AND SEED?

Operation Weed and Seed concentrates on targeted law enforcement, educational, social and recreational efforts anchored by on-going, aggressive housing, job-training and economic / neighborhood development strategies already underway in the Lawrenceville community. The program also unites numerous prevention programs with these on-going efforts to reduce community-based factors, such as economic distress, neighborhood disorganization, and unemployment that can contribute to substance abuse and violent crime.

The program is based on a dual approach. The “weeding” portion of the program works through a task force of federal, state and local law enforcement agencies organized to eliminate open-air drug trafficking and to mobilize residents in conjunction with the City of Pittsburgh’s community policing initiatives to assist in identifying and removing offenders.

The equally important “seeding” portion of the program focuses on a comprehensive and coordinated set of activities designed to improve the neighborhood’s economic, physical and social health with efforts by qualified local organizations in the areas of education, social services, youth development, recreation, job training, drug and alcohol prevention and treatment, and related activities in the Lawrenceville community. Furthermore, the seeding programming enhances access to intersecting networks of residents and service providers in public safety and human services, as well as community, social and religious organizations.

REQUESTS FOR PROPOSALS: ELIGIBILITY CRITERIA

APPLICANT ORGANIZATIONS:

Any duly constituted community organization, agency and/or initiative in the Weed and Seed target area may apply. However, for contracting purposes with the City of Pittsburgh, eligible applicants must be **nonprofit organizations under the provisions of Section 501(c)(3) of the Federal Internal Revenue Code**. Any organization that wishes to submit a proposal, but that is not a nonprofit organization as defined above, may propose to use another organization that meets this definition as its fiscal agent. In such cases, both the organization proposing the activity and the organization acting as fiscal agent must jointly submit the application, or the application will be rejected.

SERVICE AREA & TARGET POPULATION:

All activities and services must be delivered in the Lawrenceville community. Activities and services should focus on the residents of the site.

ELIGIBLE PROJECT TYPES:

All proposals must clearly show a **direct relationship to crime prevention, a reduction of crime in the site and/or improved law enforcement relations**. The connection and relationship must be obvious to the Operation Weed & Seed staff and Review Committee in order to be considered for review; otherwise it will be rejected.

Proposals submitted must ensure that activities and services will be for criminal justice purposes. Proposals submitted for anything other than criminal justice purposes will be deemed unallowable expenses and will be rejected.

"Criminal justice" is defined as "activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency."

Eligible applicants will propose activities that promote one of the three program goals below.

1. Projects that promote, grow, and develop a **community problem solving/ policing strategy** within the target site. This includes projects that are proactive and create resident interest and attention in **crime prevention and/or in building police/residents relations** that contributes to safer, crime-free communities as well as projects that encourage **conflict resolution, ethnic, racial and/or social understanding** and awareness and that may assist in **reducing violence** and projects that **promote mentoring while teaching leadership and team building**.
2. Projects that expand and solidify the **neighborhood restoration efforts** of the site's commercial and residential districts through comprehensive community planning. This includes projects that promote **business and residential development** as well as projects that contribute to **providing resources for both residents and businesses, in terms of products, service and employment opportunities**, and as a result contribute to safer crime free communities.
3. Projects that promote, grow, and develop a **Prevention/Intervention/Treatment strategy** that includes provisions of adequate services for residents of the site. This includes projects that **provide support to youth, seniors, and/or Safe Haven and multipurpose centers** in the site.

PROPOSAL CONTENTS AND FORMAT:

Attached to this document are instructions for completing all items required of an eligible proposal.

Complete proposals must include:

- 1) Proposal Summary.
- 2) Two-Page Proposal Narrative (see instructions on Proposal Narrative section).
- 3) Budget and Budget Narrative (see Budget section below).
- 4) Written Documentation of Funding Match and Proposal Partners (if applicable).

PROJECT LINKAGES:

A guiding principle of Operation Weed and Seed is the creation of linkages to other resources and organizations for neighborhood activities. Because funds available through Operation Weed and Seed are limited, it is important for organizations submitting proposals actively forge funding and service linkages with other entities. Proposals **must describe in detail** how projects will be linked to other neighborhood resources that offer, if needed, community organizing, conflict resolution, literacy and vocational training, job development, intensive case management, or related activities as needed for participants and their families. Funds and/or services identified as leveraged in the proposal must have documentation of such with the proposal when submitted. **Collaborations, partnerships and networks of support that are claimed within a proposal submission are encouraged and must be accompanied by a letter claiming such by the noted organization with the proposal.** If such documentation is not attached to the proposal at the time it is submitted, it **may** cause the proposal to be rejected as incomplete.

REVIEW CRITERIA:

Proposals will be reviewed by the Review Committee based on the criteria below. The proposal narrative should address each of these criteria directly.

- Relation to Weed and Seed goals and objectives- 20 points
- Project impact on community need- 20 points
- Consistency of project goals to community plan- 20 points
- Organizational capacity and experience- 20 points
- Project sustainability and ability to leverage funds- 20 points

DEADLINES FOR SUBMISSION:

So that organizations will have the opportunity to plan projects throughout the year, there will be two proposal rounds. An organization may submit a proposal for one or both of the deadlines listed below. A separate review will be conducted following each deadline.

Proposals must be date stamped as received by the Office of the Mayor on or before 5:00 PM on the dates listed in the chart below under "Proposal Deadline":

	<u>Proposal Deadline</u>	<u>Project to Occur Between:</u>
Proposal Round 1:	September 22, 2008	October 15, 2008 – March 31, 2009
Proposal Round 2:	March 10, 2009	April 1, 2009 - September 30, 2009

To clarify:

- Proposals for fall and winter programming (Round 1) **must be submitted** by **September 22, 2008**.
- Proposals for spring and summer programming (Round 2) **must be submitted** by **March 10, 2009**.

Please submit both an electronic copy as well as a hard copy of your proposal

Email a copy to WeedandSeed@city.pittsburgh.pa.us as a Microsoft Word file.

Mailed or deliver a hard copy to:

**LAWRENCEVILLE III / FY2008 RFP RESPONSE
Operation Weed and Seed - Office of the Mayor
Attn: Chuck O'Neill
512 City-County Building
Pittsburgh, PA 15219**

NOTIFICATION:

Proposals that are received by the deadline will be screened by City staff for completeness and for responsiveness to the RFP and then presented to a Proposal Review Committee comprised of Lawrenceville Steering Committee members and staff of the City of Pittsburgh. The Review Committee will rank proposals based on a 100-point scale and may make other recommendations regarding the proposed activities. The Review Committee may request that applying organizations send a representative to make a brief presentation or answer questions regarding their proposed activities.

- All Round 1 proposals will be reviewed by October 1, 2008. All applicants will be notified of funding decisions by October 8, 2008.
- All Round 2 proposals will be reviewed by March 17, 2009. All applicants will be notified of funding decisions March 24, 2009.

WEED AND SEED FUNDING ACKNOWLEDGEMENT:

Any activity and/or service that is funded, in part or in its entirety, by Operation Weed and Seed will be required to make notice of and reference of such support by the project in its written correspondence, marketing, advertising and/or promotion of the funded activity/service, including the posting of signage at the place of activity supported by Operation Weed and Seed.

CITY OF PITTSBURGH CONTRACTING PROCESS:

Organizations submitting proposals that are recommended for funding by the Review Committee will be invited to negotiate a contract with the City of Pittsburgh for Operation Weed and Seed funds.

While contract negotiations do not necessarily require long periods of time to complete, executing a contract can sometimes take several weeks or months, so **it is important for organizations to have at least 2 months cash flow to start up a project.** Organizations that anticipate cash flow problems should indicate this in their proposals. It will be necessary for those organizations to postpone the start of any activity until after the date of their executed contract.

GRANT AWARD AMOUNTS, MATCH REQUIREMENTS & RESTRICTIONS:

- 1) **Maximum Award:** Budget requests may not exceed \$10,000. Budgets must specify in detail how requested funds will be used. See the *Budget Section* of the RFP below for a description of eligible and ineligible costs, and preferred budget format.
- 2) **Match Requirement:** Proposals over \$ 5,000 must document at least 50% cash matching funds for that portion of the budget that exceeds \$5,000. Proof of such documentation must be provided at the time of the proposal's submission. While projects under \$5,000 will not require matching funds, all organizations are encouraged to seek matching funds and in-kind contributions to enhance their projects, and the Review Committee will be asked to rate proposals based on those criteria among others. *For example, if an applicant submits a proposal requesting \$8,000 in Weed and Seed funds, the applicant must show a match of \$1,500 (\$3,000 * 50%).*
- 3) **Proof of Match:** Such proof would include a documented source of the income and proof of the funds on hand, funder or donor letters verifying such funds have been allocated for the purpose stated, signed detailed statements by the governing bodies of organizations that are submitting proposals agreeing to provide specific amounts of matching funds for the project. **Proposals that do not include documentation of required matching funds will be deemed to be incomplete, and will not be reviewed.**
- 4) **Match Requirement for Repeat Recipients:** Any proposal submissions from applicants that have been previously funded by Operation Weed and Seed **3 or more times** must show at least 50% cash matching funds for the entire project regardless of the total amount of the proposed budget. Requests still are not permitted to exceed \$10,000.

OPERATION WEED & SEED: LAWRENCEVILLE **PROPOSAL SUMMARY**

ORGANIZATION NAME	
CONTACT PERSON:	
ADDRESS:	
PHONE:	
E-MAIL ADDRESS:	
PROJECT LOCATION(S):	
NON-PROFIT PROJECT PARTNER(S) if applicable:	

PROJECT TYPE (check the appropriate box below):

☐	Projects that promote, grow, and develop a community problem solving/ policing strategy within the target site.
☐	Projects that expand and solidify the neighborhood restoration efforts of the site's commercial and residential districts through comprehensive community planning.
☐	Projects that promote, grow, and develop a Prevention/Intervention/Treatment strategy that includes provisions of adequate services for residents of the site.

MATCHING FUNDS (attach documentation to this form as appropriate):

SOURCE:	AMOUNT:
SOURCE:	AMOUNT:

HOW MANY PEOPLE WILL YOUR PROPOSAL SERVE?	
WHAT OTHER INSTITUTIONS AND/OR PARTNERS WILL BE INVOLVED IN YOUR PROJECT AND WHO ARE THEY? (attach documentation to this form as appropriate)	
HAVE YOU BEEN FUNDED BY WEED & SEED PREVIOUSLY? WHAT YEAR? FOR WHAT? HOW MUCH?	

OPERATION WEED & SEED: LAWRENCEVILLE **PROPOSAL NARRATIVE**

The proposal narrative should be **no more than two pages long** (with 10-point font minimum and standard margins). In the narrative, briefly describe your project and its goals, and then answer the five questions below. Don't forget to attach your project budget, budget narrative, and other documentation (matching funds, partnership acknowledgment letters, etc.) as required.

- 1. How does your project address the objectives of the Weed and Seed program (crime prevention, a reduction of crime in Lawrenceville; and/or improved law enforcement relations)? (20 points)**
- 2. Describe the outcomes that you expect to achieve with your project. What specific community need will your project affect? How will your project impact that need? (20 points)**
- 3. Describe how your project goals are consistent with existing community plans. (20 points)**
- 4. Please briefly describe the experience and qualifications of key personnel and partner organizations in your proposal. (20 points)**
- 5. Describe how you will financially sustain your project in the future. (20 points)**

REQUESTS FOR PROPOSALS: BUDGET

All budgets should be submitted to reflect total project costs, and must indicate clearly the portion of the project for which Operation Weed and Seed funding is being requested.

ELIGIBLE COSTS:

Eligible costs may include such things as supplies and materials, equipment and other tangible items, training costs for neighborhood capacity and skill building and other direct costs that relate logically to the successful accomplishment of the activities that are proposed.

INELIGIBLE COSTS AND ACTIVITIES:

Ineligible costs include such things as administration, service costs, indirect cost, insurance costs, occupancy charges, and personnel / staff costs. Because there are already other current resources in the neighborhood for community organizing, counseling, conflict resolution, literacy and vocational training, job development, intensive case management, and related activities, those activities will not be supported with Operation Weed and Seed funds.

Other ineligible costs include:

- Incentives, stipends, or gifts
- Monetary awards or scholarships
- Field trips not in direct support of a specific program or project
- Construction, renovations, demolitions, repairs of any kind, or any related materials
- Playground equipment

BUDGET CATEGORIES:

Please select budget categories that show clearly what you expect the funds to pay for. If your proposal is reviewed favorably, Operation Weed and Seed staff will work with you as needed to refine the budget categories for your project.

BUDGET AND NARRATIVE:

This is a separate document from your budget. Your budget should contain only categories and amounts of money that add up to the total cost of your project. Your budget narrative is where you describe in detail what is in each of those budget categories. For example, if you proposed a budget category called “Event Materials” and it added up to \$2,000, in your budget *narrative* you would describe the actual equipment and exactly what you were planning to purchase (see samples below).

SAMPLE BUDGET:

SOURCES	
Weed and Seed	\$8,000
Required Match Source	\$1,500
TOTAL SOURCES	\$9,500
USES	
Offender Reentry Training Program	\$2,000
Event Materials (Promotion materials, refreshments, T-shirts)	\$2,000
Transportation	\$1,000
Tutors	\$2,000
Tools (Drills, Back-hoe, shovels, trash bags)	\$1,000
Provider Guide Printing	1,500 (Match)
TOTAL USES	\$9,500

NOTE: The above line items are samples. They are not necessarily related to one specific proposal.

SAMPLE BUDGET NARRATIVE:

Offender Reentry Training Program (\$2,000)

A request of \$1,000 will cover the costs of leadership and development training for 10 program supervisors and counselors.

Event Materials (\$2,000)

A request of \$2,000 will cover the cost of newsletter advertisements, flyers, t-shirts, and event-day refreshments for the “XYZ” program.

Transportation (\$1,000)

A request of \$2,000 will cover the cost of bus transportation for youth in the site that will attend the event. Bus rides to and from the event will be offered week of July 1, 2009 and July 8, 2009.

Tutors (\$2,000)

A request of \$2,000 will cover the cost of two (2) tutors from XYZ Mentoring Program to work directly with participating students within the site @ \$10 per hour, 100 hours each, from July 1, 2009 to August 31, 2009.

Tools (\$1,000)

A request of \$1,000 will cover the cost of tools for multiple ongoing neighborhood cleanups to be organized within the Weed and Seed site on the 1st Saturday of each month from April through September, 2009.

Provider Guide Printing (\$1,500 Match)

A \$1,500 match from the ABC Corporation will cover the printing costs of the service provider guide that will be distributed to businesses and community development corporations within the site.

NOTE: Again, The above line items are samples. They are not necessarily related to one specific proposal.

OPERATION WEED & SEED: LAWRENCEVILLE
PROPOSAL CHECKLIST

<u>ITEM</u>	COMPLETE
Proposal Summary	_____
Two-Page Proposal Narrative (5 questions)	_____
How does the project address the objectives of Weed and Seed?	_____
Describe the outcomes that you expect to achieve with your project.	_____
Describe how your project goals are consistent with existing community plans.	_____
Describe the experience and qualifications of key personnel and partner organizations in your proposal.	_____
Describe how you will financially sustain your project in the future.	_____
Budget	_____
Budget Narrative	_____
Written Documentation of Funding Match and Proposal Partners (if applicable)	_____