



RFP-NPP-0916 REQUEST FOR PROPOSALS NEIGHBORHOOD PARTNERS PROGRAM OVERVIEW

The **City of Long Beach Department of Development Services, Neighborhood Services Bureau** is seeking proposals from established neighborhood and community groups within designated areas to accomplish neighborhood beautification and improvement projects through the **Neighborhood Partners Program (NPP)**. The goal of NPP is to form productive partnerships with individual neighborhoods to leverage resources and expand opportunities for comprehensive neighborhood revitalization. **NPP will provide up to a \$10,000 grant match for goods and services to support approved projects within eligible neighborhoods.** The disbursement of the grant will be directly to vendors and service providers and paid by the City of Long Beach. Projects will be supported by the **Community Development Block Grant (CDBG) Program**. A formal application is required.

NPP can assist a variety of improvements and beautification projects. Applicants are encouraged to be creative. Eligible mini-infrastructure projects that have a lasting public benefit must have a public benefit and must have support of the organization's governing body and the affected neighborhood. Projects may include:

- **Tree Plantings and Sidewalk Cuts**
- Adopting and **Improving Neighborhood Parks or Schools**
- Creating Infrastructure Elements for **Community Gardens/Landscaped Open Space**
- **Neighborhood Signage**
- **Permanent Trash Receptacles**
- **Tile Murals**
- **Mini-infrastructure Improvement Projects** that are Visible and Accessible to the Community

Projects involving substantial rehabilitation, and/or public roadway improvements are eligible, and must meet all City requirements. Projects on private property and/or that involve Homeowners Associations (HOAs) must have prior written approval before the project can be considered. Eligible projects will be required to comply with applicable building, fire, safety, health, traffic, and zoning regulations of the City and all Federal regulations governing the CDBG program.

Eligible proposals will be independently evaluated and ranked according to project feasibility, a demonstrated neighborhood need and strength of the grant match. **Incomplete proposals will not be considered.**



Projects that are **NOT** eligible:

- Building construction or reconstruction
- Banners
- Security cameras
- Fences
- Painted murals
- Temporary improvements
- Project management associated with the project is not eligible for funding
- Any permits associated with the project are not eligible for funding
- Social service programs

Please contact **Neighborhood Services Bureau** staff at **(562) 570-6866** to discuss your group's proposed project if you have any questions about eligibility.

PROGRAM REQUIREMENTS/GUIDELINES

Recommended funding awards will include the designation of alternate projects which could receive program assistance if selected projects are canceled or withdrawn. **All projects must be completed within six (6) months of the award.**

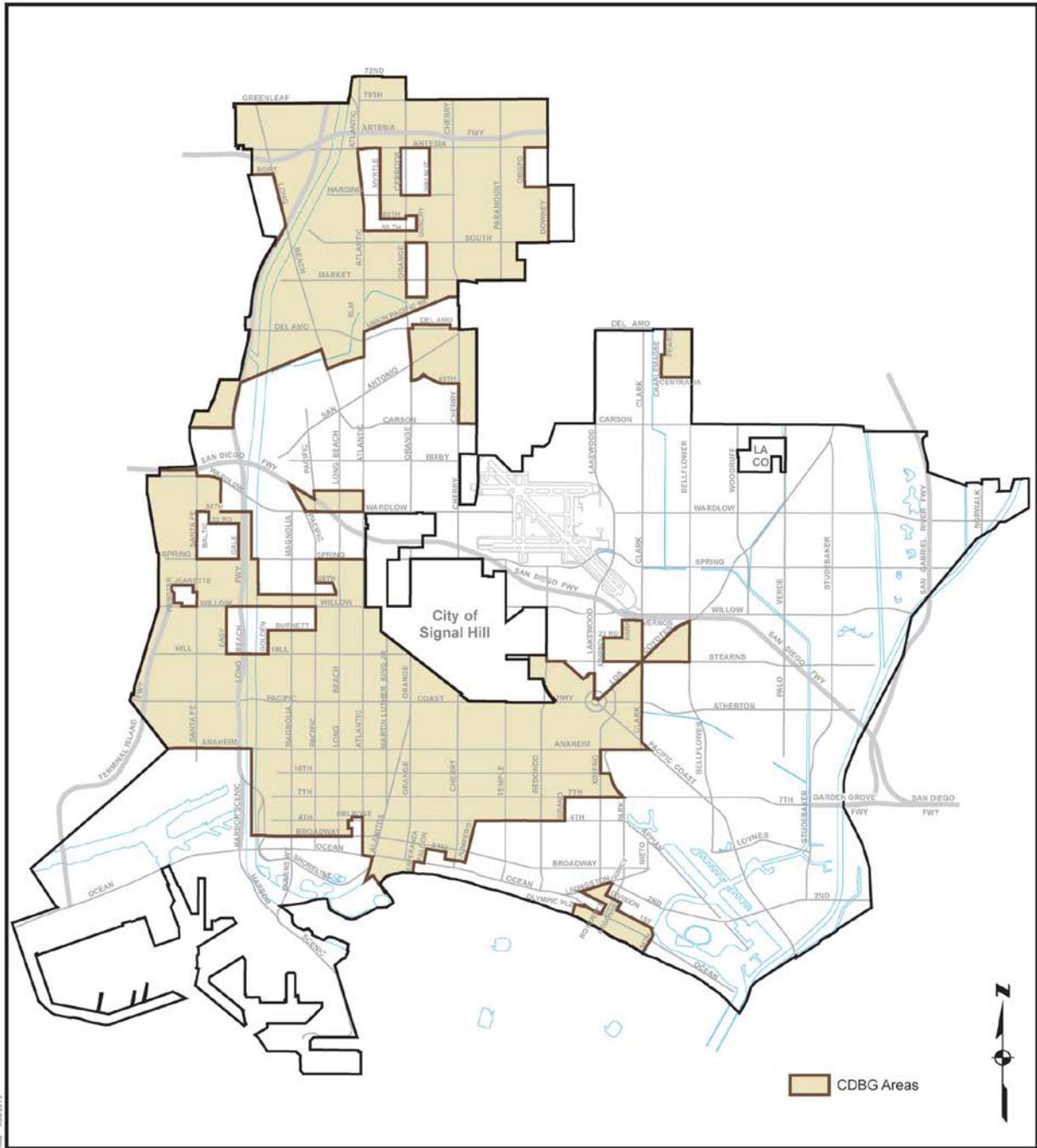
The NPP is available to established neighborhood/community groups within designated neighborhoods (**see attached map**). Eligible groups must be formally established organizations, established for at least one year, have designated officers and membership rosters, and a history of neighborhood involvement. The NPP will provide matching grants of up to \$10,000 in goods and services to accomplish approved projects. **The match provided by the applicant must be equal to at least 50% of the total project cost and may be supplied in the form of cash, goods and services, and volunteer work hours** (volunteer work hours **cannot** be the sole match).

Submitted application materials must include verification of the match in the form of documents pledging a donation of goods or services, a statement signed by volunteers pledging project work hours, and/or statements from a bank or other financial institution.

CATEGORY DEFINITIONS

Professional service providers must be differentiated from **Volunteer or Donated Labor** in the ORGANIZATION CONTRIBUTION portion of the proposed budget to qualify to include a professional rate for donated professional services in your proposal. Proposals must provide evidence that the provider is a bona fide professional by including Business License information, an invoice or the like to justify that their donation to the project qualifies consideration at a higher monetary value than the standard value of volunteer time of \$27.59 per hour.





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City of Long Beach, California
**Community Development Block Grant
 (CDBG) Areas**



Department of
 Technology and Innovation GIS

Disclaimer
 This map of the City of Long Beach is intended for informational purposes only. While reasonable effort has been made to ensure the accuracy of the data, the City assumes no liability or damages arising from errors or omissions. This map is provided without warranty of any kind. Do not make any business decisions based on this map before validating your decision with the appropriate City office.



FUNDING AVAILABILITY

Assistance **will not be in the form of cash**, but rather in the form of goods and services paid for by the City of Long Beach. **NPP will provide up to a \$10,000 grant match for goods and services to support approved projects within eligible neighborhoods.** The disbursement of the grant match will be directly to vendors and service providers and paid by the City of Long Beach. Vendors and service providers currently under contract with the **City of Long Beach** may be used.



APPLICATION AVAILABILITY

Beginning **Monday, July 11, 2016**, **Neighborhood Partners Program** applications will be available online at:

www.lbds.info/neighborhood_services/neighborhood_improvement/neighborhood_partners_program

An electronic writable version of the RFP Application form is available via email upon request to the Neighborhood Services Bureau at **NSB@longbeach.gov**.

Printed (hard) copies of the application may be obtained from:

Neighborhood Services Bureau
100 W. Broadway, Suite 550
Call to reserve a copy at (562) 570-6866

RFP Application forms will also be available at the **mandatory workshop**.

Hard copy materials cannot be mailed in response to telephone requests.



MANDATORY WORKSHOP

A **MANDATORY** application workshop to assist applicants with the preparation of proposals will be held on:

Monday, August 8, 2016
6:00 p.m. to 7:30 p.m.
Small Business Development Center
309 Pine Ave.

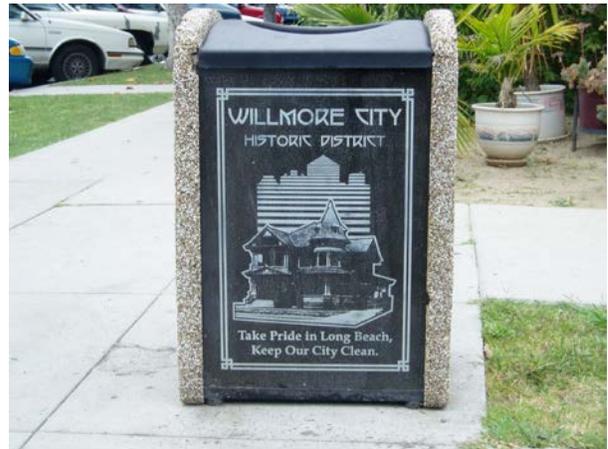
If you are unable to attend, you must contact **Jim Osgood, NPP Coordinator**, at **(562) 570-5221** prior to the workshop to arrange another time to meet with your organization. All projects must be completed no later than six (6) months from date of approval of project selection and completion of an environmental review. Projects that require City permits will be provided additional time to complete the permitting process, if necessary.

APPLICATION/PROPOSAL SUBMISSION CRITERIA

Digital writable copies of the applications are available via email upon request to the **Neighborhood Services Bureau** at **(562) 570-6866**. Applicants may not alter the application format. For application preparation technical assistance, please contact **Jim Osgood** at **(562) 570-5221**.

Applications and all attachments must be submitted on 8-1/2" x 11" white paper, single stapled in the upper left-hand corner. The cover page of the proposal packet must contain the RFP name and RFP reference number (RFP-NPP-0916). All application attachment pages must contain the applicant's name and the RFP reference number. Proposals must be single-sided and submitted as **one original and six copies**. Submissions must be **hand delivered** to the Neighborhood Services Bureau, 100 West Broadway, Suite 550, no later than **4:00 p.m.** on **Friday, September 16, 2016**. Proposals submitted after the deadline will not be considered. Submissions via U. S. Mail, private mailing companies, or via fax or e-mail will not be considered.

DEADLINE TO APPLY is Friday, September 16, 2016 at 4:00 p.m.



Neighborhood Improvement

Neighborhood Grants, Home Improvement Rebates, Neighborhood Cleanups and Graffiti Removal



2016 NEIGHBORHOOD PARTNERS PROGRAM (NPP) SCHEDULE

- ◆ Mail Out and Publish Request For Proposal (RFP) and Application 7/11/16

- ◆ Mandatory Application Workshop -- 6:00 p.m. to 7:30 p.m.
Small Business Development Center
309 Pine Avenue 8/8/16

- ◆ Application Deadline -- 4:00 p.m.
Neighborhood Services Bureau
100 W. Broadway, Suite 550 9/16/16

- ◆ NPP Review Meeting 9/28/16

- ◆ Award Notices Mailed 10/5/16



**CITY OF LONG BEACH
2016 NEIGHBORHOOD PARTNERS PROGRAM
RFP-NPP-0916**

I. APPLICATION

THIS APPLICATION IS AVAILABLE IN AN ALTERNATE FORMAT ON REQUEST BY CALLING (562) 570-6866
PLEASE READ PROGRAM GUIDELINES BEFORE COMPLETING

A. ORGANIZATION INFORMATION

Name of Organization _____
Street Number or P.O.Box _____
City _____ State _____ Zip Code _____
Contact Person _____ Telephone () _____
(Person who will manage project through completion)
2nd Contact Person _____ Telephone () _____
Position in the Organization _____
Number of year's organization has been established ____ Years

B. PROJECT INFORMATION

Provide a brief description of proposed project:

C. APPLICATION CERTIFICATION

_____ (Name of Organization) hereby requests Neighborhood Partners Program assistance in the amount of \$_____ in goods and services to accomplish a neighborhood beautification/improvement project in the City of Long Beach. The organization agrees to comply with all City regulations/requirements in accomplishing the proposed project. We, the undersigned, certify that we have the authorization of the organization to submit this application.

| | | |
|--|----------|-----------|
| Name of Organization Representative (please print) | Position | Signature |
| Name of Organization Representative (please print) | Position | Signature |
| Name of Organization Representative (please print) | Position | Signature |



II. PROJECT BUDGET

Applicant Organization _____

ORGANIZATION CONTRIBUTION

MATERIALS, SUPPLIES & SERVICES TO BE DONATED -- Use Additional Sheets if Needed

| ITEM | ESTIMATED VALUE |
|------|-----------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Total Value of Donated Materials/Supplies/Services \$ _____

VOLUNTEER OR DONATED LABOR -- Use Attached Sheet for Signatures

| WORK ACTIVITY | ESTIMATED HOURS | VALUE* |
|---------------|-----------------|--------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

* Volunteer labor is to be valued at \$27.59 per hour

Total Value of Volunteer or Donated Labor \$ _____

CONTRIBUTION -- Use Additional Sheets if Needed

| SOURCE OF CASH | PROJECT COMPONENT FOR WHICH CASH WILL BE USED | AMOUNT |
|----------------|---|--------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

Total Cash Contribution \$ _____

TOTAL ORGANIZATION CONTRIBUTION (donations/labor/cash) \$ _____

NEIGHBORHOOD PARTNERS PROGRAM (NPP) CONTRIBUTION
Requested Assistance For Materials, Supplies, Permits – Use Additional Sheets if Needed

| ITEM | Estimated Cost |
|------|----------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |

TOTAL NPP CONTRIBUTION (Assistance Requested) \$ _____
 (Cannot exceed \$10,000 or organization contribution, whichever is less)

TOTAL PROJECT COST \$ _____
(Organization Contribution + NPP Contribution)

III. PROJECT DESCRIPTION

Provide a detailed narrative description of the proposed project, including: specific project components or work elements, specific location(s) and anticipated impact on the community. The narrative should identify what neighborhood need(s) will be addressed by accomplishing the proposed activity. You may attach map(s), plot plans, drawings, schematics, and/or any other materials that clearly describe the project to be accomplished.

IV. ORGANIZATIONAL INVOLVEMENT

Provide a statement describing in detail the organization's activities during the past year with regard to neighborhood issues involving public safety, neighborhood beautification, neighborhood improvement, youth, and/or other neighborhood development endeavors. This will be the section of your proposal scoring on track record (value up to 25 points). See Project Evaluation Score Sheet.

V. VERIFICATION OF MATCH

Provide proof of the match included in the application. Proof may be in the form of a statement from a bank or other financial institution verifying availability of funds, a pledge of goods and services from vendors/service providers, and/or a statement from volunteers pledging volunteer labor for the project.

Professional service providers must be differentiated from **Volunteer or Donated Labor** in the ORGANIZATION CONTRIBUTION portion of the proposed budget to qualify to include a professional rate for donated professional services in your proposal. Proposals must provide evidence that the provider is a bona fide professional by including Business License information, an invoice or the like to justify that their donation to the project qualifies consideration at a higher monetary value than the standard value of volunteer time of \$27.59 per hour.

VI. PROPERTY AUTHORIZATION

If the project involves activity on public property, private property or school district property, submit written authorization from the affected property owner(s) and provide a list of the names, addresses, and telephone numbers of all property owners involved. Projects on private property that involve Homeowners Associations (HOAs) must have prior written approval before the project can be considered.



V. VERIFICATION OF MATCH

NPP VOLUNTEER OR DONATED LABOR FORM

The following persons have committed to donate their time and labor to the NPP project as outlined: _____

Table with 4 columns: NAME, TELEPHONE NO., HRS., SIGNATURE. Multiple empty rows for data entry.

Neighborhood Partners Program APPLICATION CHECK LIST

The following information **MUST** be provided either in the body of the application or as attachments to this Application. List the applicant's name, title of the attachment and the RFP number at the top left corner of each page. **FAILURE TO PROVIDE ANY OF THE ITEMS REQUESTED MAY DISQUALIFY THE APPLICATION.**

- I. COMPLETED APPLICATION
 - ORGANIZATION INFORMATION
 - PROJECT INFORMATION
 - APPLICATION CERTIFICATION

- II. PROJECT BUDGET

- III. PROJECT DESCRIPTION

- IV. ORGANIZATIONAL INVOLVEMENT

- V. VERIFICATION OF MATCH (FOR PROJECT COSTS)

- VI. PROPERTY AUTHORIZATION



NEIGHBORHOOD PARTNERS PROGRAM PROJECT EVALUATION SCORE SHEET APPLICATION

Applicant Organization _____

Evaluation Criteria

Point Value

Project addresses an identified community need and will have a visible impact.

_____ **0 – 25 points**

Project is economically feasible and can be accomplished within a reasonable period of time (6 months).

_____ **0 – 20 points**

Applicant brings resources that include at least 50% provided in cash and/or donated goods or services.

_____ **0 – 20 points**

Organization has a track record of involvement in neighborhood issues, activities, and concerns.

_____ **0 – 25 points**

Volunteers from the community are included in the project in a meaningful way and are not a sole match.

_____ **0 – 10 points**

Total Points (100 maximum): _____

Bonus Points

Collaboration among different groups to create a mutually beneficial mini-infrastructure project to both areas and/or the city at large.

_____ **10 points**

Applicant shows a good effort to get as many goods, services and cash to provide a project match that creates a well-organized, well-balanced, and realistic mix of resources, including volunteers, for the project.

_____ **Up to 25 points**

Total Bonus Points (35 maximum): _____

TOTAL OVERALL POINTS:
(Evaluation Score Including Bonus) =====

