

HOUSING AND NEIGHBORHOOD SERVICES DEPARTMENT
Grants and Community Services Division
2016-2017 Request for Proposals for Social Service Funding



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| Mon. | 2/8/2016 | Request For Proposal (RFP) Release Date |
| Tues. | 2/16/2016 | Pre-Application Workshop at 10 A.M. (Attendance at ONE workshop is mandatory) |
| Thrs. | 2/18/2016 | Pre-Application Workshop at 2 P.M. (Attendance at ONE workshop is mandatory) |
| Thrs. | 3/3/2016 | APPLICATIONS DUE, by 12 P.M. (Noon) |
| Sat. | 3/19/2016 | Agency Presentations |

**Complete timeline included in application*

Monday, February 08, 2016

TO: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND CITY FUND APPLICANTS
PROGRAM YEAR 2016-2017 (OCTOBER 1, 2016 - SEPTEMBER 30, 2017)

FROM: JAMEY KIRBY, GRANTS COORDINATOR
LAURA MITCHELL, GRANTS SPECIALIST

This Notice of Funding Availability (NOFA) announces that the 2015 Request for Proposals (RFP) for Social Service funding will be available February 8. An estimate of \$92,519 is available in CDBG funds based on last year's allocation. The City Fund is anticipated to be \$170,000, but this is not guaranteed until the city council approves a final city budget in August. The combined funding available for social services is estimated at \$262,519 based on the current budget. Funds are available for a one-year grant cycle.

A list of priority categories are included in the RFP. The priorities are based on the 2012 Community Needs Assessment. The Community Development Block Grant Advisory Committee will review proposals in the light of these priorities, but may also consider changes in community needs as presented by applicants.

New and previously funded applicants will be scored on the same criteria. New proposals will need to demonstrate that funding will provide for new or expanded delivery of services and cannot be used to substitute for other funding sources. In view of funding limitations in Federal and local programs, the process for allocation of these funds will be very competitive. Successful application for past funding in no way guarantees that funding will be awarded in this program year. City of Lewisville reserves the right to fund applicants from either CDBG or City Fund as it deems most appropriate. Guidance on CDBG eligibility, policies, and procedures will be provided as an attachment at the Pre-Application Workshop.

If an agency is awarded funding, a contract will be made effective on or after October 1, 2016. The contract will allow for reimbursement up to the amount of the award for actual social services delivered to Lewisville residents. Funded agencies will submit requests for payment including detailed reports on clients and services. The applicant will identify and define a basic unit of service and will calculate the associated cost per unit that will form the basis for reimbursement.

The RFP is open to non-profit agencies that have eligible social service programs. Other community organizations or citizen groups may not qualify for direct funding but are welcome to contact program staff to fill out a Community/Resident Project Proposal. Such proposals will be evaluated by staff and could result in a project administered by the City. City Departments may also submit proposals for funding.

Please note that this RFP is for 'Category II' social service funding. Funding for Housing and Community Development projects ('Category I' bricks and mortar) will be made available in a separate RFP to be released at a later date. Please contact city staff for a copy of the 'Category II' application at lmitchell@cityoflewisville.com and contact jkirby@cityoflewisville.com for a copy of the 'Category I' application.