



## 2023 Neighborhood Economic Development Grant Report

This document summarizes the 2023 Neighborhood Economic Development (NED) application process. The NED grant program (formerly ACCBO), provides \$500,000 of CDBG funds toward community based organizations providing economic development in City neighborhoods. Office of Management and Budget's Community Development Division administers this grant according to HUD and City regulations. This document accompanies the 2023 NED Advisory Committee recommendations in the attached legislation and provides a background for the decision-making process.

The NED Advisory Committee recommended the following organizations for funding:

| <b>Organization</b>   | <b>Grant Request</b> | <b>Award</b> |
|---|----------------------|--------------|
| AMANI CHRISTIAN COMMUNITY DEVELOPMENT CORPORATION               | \$40,000.00          | \$40,000.00  |
| BLOOMFIELD-GARFIELD CORPORATION                                 | \$30,000.00          | \$30,000.00  |
| CARRICK COMMUNITY COUNCIL (Capacity Building Year 2 of 4)       | \$50,000.00          | \$50,000.00  |
| CHARLES STREET AREA CORPORATION (Capacity Building Year 1 of 4) | \$50,000.00          | \$50,000.00  |
| FINEVIEW CITIZENS COUNCIL                                       | \$40,000.00          | \$40,000.00  |
| HAZELWOOD INITIATIVE  | \$40,000.00          | \$40,000.00  |
| HILLTOP ALLIANCE  | \$40,000.00          | \$40,000.00  |
| LARIMER CONSENSUS GROUP   | \$40,000.00          | \$40,000.00  |
| MANCHESTER CITIZENS COUNCIL (Capacity Building Year 3 of 4)     | \$50,000.00          | \$50,000.00  |
| PERRY HILLTOP CITIZENS COUNCIL                                  | \$40,000.00          | \$40,000.00  |
| PITTSBURGH HISPANIC DEVELOPMENT CORPORATION                     | \$40,000.00          | \$40,000.00  |
| RISING TIDE PARTNERS  | \$40,000.00          | \$40,000.00  |

## Program Overview

The NED program funds organizations at two levels:

| <b>General NED Grant</b>  | <b>Capacity Building NED Grant</b>  |
|---|---|
| <ul style="list-style-type: none"><li>• Grant Award: Up to \$40,000</li><li>• Term: One year</li><li>• Applicants: Organizations of any size</li><li>• Projects funded: Economic development in CDBG-eligible neighborhoods</li></ul> | <ul style="list-style-type: none"><li>• Grant Award: Up to \$50,000 annually</li><li>• Term: Four, one year terms</li><li>• Applicants: Smaller organizations (&gt;\$75,000 in revenue and expenses each annually)</li><li>• Projects funded: Economic development in CDBG-eligible neighborhoods</li></ul> |

The NED program was split into two different grants in 2021 to better serve smaller organizations. Since then, one applicant has been selected each year to receive a four-year renewable Capacity Building award. Manchester Citizens Corporation received the first award and last year Carrick Community Council received the second capacity building award. Both have been good partners in the program.

Last year the program was updated to focus on smaller scale organizations, but there were no significant changes to the Capacity Building program this year. This year Charles Street Area Corporation, Community Alliance of Spring Garden and East Deutschtown, Lincoln Lemington Collaborative, and South Side Community Council sought the Capacity Building Award. Lincoln Lemington Collaborative does not have 501c3 nonprofit status from the IRS, but they have a fiscal sponsorship through East Liberty Development Inc. This year we allowed organizations that did not have 501c3 nonprofit status to apply for the Capacity Building grant on the condition that they had an MOU with a fiscal sponsor and intended to seek 501c3 nonprofit status within their first year in the Capacity Building program. Lincoln Lemington Collaborative is not be eligible for General NED funding even with the fiscal sponsor.

## Application Process

All applications were submitted online through the EngagePGH platform. The same application was used for General NED and Capacity Building programs, organizations seeking the Capacity Building award needed to complete a few additional questions. Organizations eligible for Capacity Building awards are also automatically considered for General NED awards. After collecting all applications, the Community Development

Division reviewed all the applications for eligibility and shared our review with the NED Committee. The NED Committee reviewed the list of eligible applicants and selected 20 to invite for second round interviews. The interviews consisted of a 15 minute presentation and 10-15 minutes for committee questions. These presentations were held virtually over two weeks and were recorded for the benefit of NED Committee members that could not attend the meetings live. See 2023 NED Application in Appendix A and NED Schedule in Appendix B.

## Outreach

The NED application was open June 30, 2023 – August 11, 2023. The Community Development Division notified over 400 people through our email list. We also asked City Planning to email the list of Registered Community Organizations about this funding opportunity as well.

To make sure applicants were aware of changes to the NED program, Community Development released a video explaining the NED program and hosted two Q&A sessions. The video was posted on the application webpage on June 30, 2023. The two virtual Q&A sessions were held on July 12 and July 17 with 47 people registered. Questions and answers were posted afterwards on the application EngagePGH page.

## Applicants

By the grant deadline on August 11, 2023, the Community Development Division received 31 applications requesting \$1,205,050 in total. Eight of those applicants were seeking Capacity Building funds. The applicant pool is significantly smaller compared to last year, but it is in line with our applicant pool two years ago. We believe that this smaller applicant pool is the result of better communication to clarify what kinds of groups were eligible for this funding.

## Score Criteria

When the application was launched, the Community Development Division also shared the scoring criteria. NED Committee Members reviewed and approved the scoring rubric they would use ahead of the application period. The scoring rubric is used for both Capacity Building and General NED. Compared to last year's rubric, the language remained the same, but each category maximum score went down from 10 to 5 points. This point update did not change the weighting for each category.

The General NED score adds up to 45 points with 30 points coming from committee members and 15 points coming from the demographics of the applicant's proposed service area. The Capacity Building score adds up to 40 points with 30 points coming from committee members and 10 points coming from the demographics of the applicant's proposed service area.

The points based on service area consists of demographic data representing low/moderate income populations, single-parent household populations, and the URA's Market Analysis Map. Committee members scored the remaining 30 points on qualitative measures according to prompts written and voted on by Committee members. NED scoresheet in Appendix C.

## NED Allocation Meeting

On October 2, 2023, ten of the twelve NED Advisory Committee members met to determine the recommendation to City Council for the NED 2023 Regular grant and Capacity Building grant. The Community Development Division collected each NED Committee member's scores prior to this meeting. Those scores were averaged into one score for each applicant that interviewed for the program.

OMB staff presented the scores as shown in Appendix E. Upon review of these scores, the NED Advisory Committee determined that each applicant should be funded at their requested amount and based on the committee's score. Nine applications were selected for the General NED award and one new application was selected for the Capacity Building award. Manchester Citizens Council and Carrick Community Council are continuing to be funded through the Capacity Building award.

## Review of Applicants Suffering Technical Issues

After the final NED Advisory Committee meeting, Diane Turner from Homewood Community Development Collaborative (HCDC) inquired about the status of her application and submitted proof that her application was submitted. OMB-Community Development did not have any record of HCDC's application through EngagePGH and so our staff followed up with Social Pinpoint, the company that developed EngagePGH. Social Pinpoint explained that there was a technical issue that caused three applications to go missing even though they had been completed on time. Social Pinpoint restored those applications and we found three new submissions in EngagePGH: Homewood Community Development Collaborative, Larimer Consensus Group and Lawrenceville Corporation.

To preserve fairness in the NED process, OMB reviewed these applications for eligibility and reached out the NED Committee to see if members would be able to review additional presentations. Eight NED Committee members agreed to review presentations, despite already completing their obligation.

Under advisement from the Law Department, we did not have HCDC present to the NED Committee because they would not be eligible for CDBG funding. The Law Department has told us that we cannot fund organizations that do not have 501c3 nonprofit status, even if they are working with a fiscal sponsor that has 501c3 status. We became aware of this restriction right around the time we discovered the missing applications.



## I. The Applicant

- a. Organization Legal Name
- b. Organization's Public Facing/DBA Name
- c. Mailing Address
- d. Zip Code
- e. Primary Contact name, title, phone number, email
- f. Primary Contact's Title
- g. Primary Contact's Phone Number
- h. Primary Contact's Email Address
- i. Alternate Contact's Name and Email
- j. Does the organization have IRS 501(c)(3) tax-exempt status?
- k. What type of organization do you represent? (CDC, RCO, RCO and CDC, Neither RCO or CDC, Process of becoming an RCO)
- l. Federal employee identification number:
- m. Unique Entity ID (UEI) Number:
- n. Does your organization have general liability insurance?
- o. Does your organization have paid staff?
- p. Does your organization currently have workers compensation insurance?
- q. Please describe the type of financial management system that your organization uses. Be specific, but brief.
- r. Are you applying for the Capacity Building Grant?

## II. The Project

- a. Project title
- b. Project Description
- c. List the main neighborhood(s) your organization serves
- d. List the census tracts served by the project specifically
- e. Which eligible activity or activities will this grant fund?
  - i. Improvements to a commercial building
  - ii. Small business technical assistance
  - iii. Attract new business to a business district
  - iv. Rehabilitation of affordable housing
  - v. Acquisition of property to be used for affordable housing
  - vi. Administration of an affordable housing project
  - vii. Rehabilitation or acquisition of a building that is or will be used as a public facility
  - viii. Organizational development/capacity building

## III. Finances

- a. **Total NED Grant Request:** For the general NED grant, you request must be between \$10,000 and \$40,000. If you are applying for the Capacity Building grant, put \$50,000. You will still be considered for a regular NED grant at \$40,000 or less. Fill out this section only for one year. There will be an opportunity later in the application to describe your four-year budget and plan.

- b. Which of the following expense categories will you use:
  - i. Personnel (staff time and/or benefits)
  - ii. Program supplies (consumable supplies used in the operation of your program, such as office supplies or informational flyers)
  - iii. Indirect Operational Expenses (rent, utilities, insurance, etc.)
  - iv. Professional services (any professional hired to do a service for your organization)
  - v. Real estate acquisition/holding costs
  - vi. Other (please specify)
- c. Describe what, if any, other funding has been secured for this project

**IV. Community Engagement**

- a. Briefly describe your community engagement strategy. Be sure to mention how you engage with minorities, historically marginalized populations, and community members with language or accessibility barriers.
- b. Is your organization participating in a neighborhood plan? If so, describe how your proposed activities correlate with the plan.
- c. Briefly describe how your organization has determined the community needs your activities will meet.
- d. Please list organizations you will be collaborating with on this project.
- e. Does your organization have any inclusivity policies for encouraging community participation or organizational financial expenditures? Please describe, for example, any measures your organization takes to ensure the demographics of your Board of Directors matches the demographics of your service area, or to spend money with Minority- or Women-Owned Businesses.

**V. Capacity Building (Only complete if your organization is seeking the Capacity Building grant)**

- a. Please list your organization's total expenses for the last three completed financial years. Use the amount calculated for tax returns. Only list years your organization has filed tax returns. List expenses broken out by year, not as one total expense (i.e. 2022: \$60,000, 2021: \$62,000, 2020: \$59,000)
- b. Please list your organization's total revenue for the last three completed financial years. Use the amount calculated for tax returns. Only list years your organization has filed tax returns. List revenues broken out by year, not as one total expense (i.e. 2022: \$60,000, 2021: \$62,000, 2020: \$59,000)
- c. Briefly describe your four-year plan for the Capacity Building grant. Be sure to include at least one measurable goal the funding would allow your organization to achieve.
- d. Describe any differences between your one-year and four-year NED funded plans.
- e. Is the leadership team of your organization willing to attend progress meetings with City staff and/or a technical assistance consultant to address organizational weaknesses? Depending on the area of improvement this may be 4 -12 meetings per year. Progress meetings and technical assistance are key components of the Capacity Building grant. Over the course of the four years, the entire organization's staff will be involved in various aspects of the program.

**VI. Attachments & Submission**

- a. **IRS 501(c)(3) letter** If your organization does not have 501(c)(3) status, please submit a copy of the MOU with your organization's fiscal sponsor.
- b. **Articles of Incorporation**
- c. **Organization Bylaws**
- d. **Most Recent IRS Form 990, 990-N, or 990-EZ**
- e. **Board Resolution or Meeting Minutes** affirming approval of this application
- f. **As an authorized representative of this organization, I verify that all of the information provided is true and correct.**

Be sure to complete the online application at: <https://engage.pittsburghpa.gov/2023-neighborhood-economic-development-grant>



## 2023 Neighborhood Economic Development (NED) Schedule

|                            |   |
|----------------------------|---|
| <b>April</b>               |   |
| <b>04.28.23</b>            | Finalize 2022 NED Committee Members; email 2021 scoring sheet and ask for input; start reach out for 1st NED meeting date |
| <b>May</b>                 |   |
| <b>05.31.23</b>            | NED Advisory Committee meeting (Mandatory)  |
| <b>June</b>                |   |
| <b>06.21.23</b>            | NED Grant Advisory Committee meeting: finalize scoring (IF NEEDED)  |
| <b>06.30.23</b>            | <b>NED 2022 APPLICATION OPEN</b>  |
| <b>06.30.23</b>            | Release recorded video explaining NED application   |
| <b>July</b>                |   |
| <b>07.12.23</b>            | Wednesday live application Q&A 5:00-6:00 PM   |
| <b>07.17.23</b>            | Monday live application Q&A 12:00-1:00 PM   |
| <b>August</b>              |   |
| <b>08.11.23</b>            | <b>NED 2022 APPLICATION DEADLINE</b>  |
| <b>08.24.23</b>            | NED Committee meeting: review eligible and ineligible applications and presentation logistics                             |
| <b>September</b>           |   |
| <b>09.01.23</b>            | Deadline for presentation sign ups for remaining organizations  |
| <b>09.04.23 - 09.14.23</b> | Presentations: 9.18 available as needed   |
| <b>09.15.23, 09.22.23</b>  | Optional weekly meetings summarizing interviews for NED Committee members   |
| <b>09.25.23</b>            | NED Committee DEADLINE to Submit Scoresheets. Can go to 9.27 if needed  |
| <b>10.02.23</b>            | Final NED Committee meeting: Scoring and Allocation Recommendation  |

| QUESTIONS   |   | Total Points Possible | YOUR SCORE |
|---|---|-----------------------|------------|
| 1. Project proposal has measurable, appropriate goals that address the identified community challenges. Identified goals are reasonable and based in data. (Keep in mind NED grant might only be covering a portion of entire project). |   | 5                     |            |
| 1 Points  | Group failed to propose reasonable, practical, effective solution to identified problem. Proposed project will have little to no impact on the community. Proposed project does not address identified community challenges.  |                       |            |
| 2 - 3 Points  | Proposal is somewhat reasonable, somewhat appropriate response to identified neighborhood issues. Project proposal might be thoughtful, measurable, or effective, but is lacking depth, measurable goals, or there are concerns with how effective the project may be at addressing identified community concerns and challenges. Proposal is lacking clear metrics, could face implementation challenges that were not addressed in the application or presentation.   |                       |            |
| 4 - 5 Points  | Proposed project is reasonable, appropriate response to identified community concerns or challenges. Project proposal is very thoughtful, measurable, and effective. Organization has clear metrics to measure success, has thought deeply, creatively, and strategically. Proposal is backed by data and has an implementation timeline.<br><br>In addition to above, for <b>Capacity Building Organizations</b> - If not included, proposal has potential for measurable and appropriate goals that can be represented through the use of data and has a creative plan for implementation.  |                       |            |
| 2. Does the project proposal show potential for long lasting impact?  |   | 5                     |            |
| 1 Points  | Proposed project is not sustainable, does not increase the sustainability of the organization.  |                       |            |
| 2 - 3 Points  | Proposed project is somewhat sustainable, somewhat increases organization's impact, could more significantly impact the organization's capacity and growth, but may not be clear on how NED funding will help the organization increase sustainability. Did not make clear connection on long lasting positive changes that would be achieved through NED funding.  |                       |            |
| 4 - 5 Points  | Proposed project is sustainable or substantially increases organization's sustainability. Project increases organization's impact, and capacity, allows organization to leverage additional funding, and project shows high impact, long lasting positive change in their community.  |                       |            |
| 3. Organization clearly articulates the role NED funding will play in supporting the project.   |   | 5                     |            |
| 1 Points  | Organization has little to no explanation of how grant funding will actually be spent to accomplish project proposal, and provides little to no explanation of the role grant funding plays in budget as a whole.   |                       |            |
| 2 - 3 Points  | Organization is missing crucial details on how grant funding will be spent, or gives less than satisfactory explanation of the role the grant funding plays in their budget as a whole, or how funding gaps will be addressed.  |                       |            |
| 4 - 5 Points  | Organization is able to provide a clear explanation of how grant funding will be spent - i.e. what staff salaries the funding will go towards and that staffer's responsibilities. The organization can also explain the role this grant plays in their budget as a whole, and how funding gaps will be addressed.<br><br>In addition to above for <b>Capacity Building Organizations</b> – group demonstrates how NED funding will assist with the growth and strengthening of the group and its community.  |                       |            |
| 4. Applicant prioritizes community engagement and demonstrates capacity and willingness to engage their community to build community consensus.   |   | 5                     |            |
| 1 Points  | Organization makes little to no effort to engage with their community, community meetings or programming are not well attended or well advertised. Organization has no online presence, and no plan for improvement is offered.   |                       |            |
| 2 - 3 Points  | Somewhat consistent community meetings with average attendance, but organization is actively making efforts to improve outreach, meeting attendance, and/or online engagement. Organization is aware of the importance of community engagement, but does not have strong plan to improve their engagement.  |                       |            |
| 4 - 5 Points  | For Higher Capacity Organizations - holds consistent, well attended, well advertised community meetings. CDC has demonstrated capacity to elicit community feedback. CDC strives for robust community engagement, via in person meetings and/or online. Board members work to empower community engagement and expand community leadership and participation through consistent board turn over and competitive elections.<br><br><b>For Capacity Building Organizations</b> - demonstrates strong community ties and high engagement through in person or online presence. Groups should also earn a high score here if they demonstrate a robust plan to increase community engagement, representation, and empowerment as part of their NED application. |                       |            |
| 5. Organization understands their community's concerns, pressing needs, and vision. Community challenges, needs, or concerns are clearly identified and are supported by data.  |   | 5                     |            |
| 1 Points  | Identified community challenges are not well thought-out, do not effect the majority of residents in the neighborhood, or are not based in data or community feedback.  |                       |            |
| 2 - 3 Points  | Organization has a general idea of community concerns and pressing needs, but may be missing details or has not demonstrated data collection through surveys or other mechanisms, or lacks robust plans to collect data.  |                       |            |
| 4 - 5 Points  | For Higher Capacity Organizations - can go into details of existing and most pressing challenges in their community and how challenges affect existing residents, new residents, and vulnerable populations. Organization demonstrates community outreach and/or data to support proposal.<br><br><b>For Capacity Building Organizations</b> - if needed, has plan to gather more input and data on specific community needs, or knows where its gaps are and is working to fix them.   |                       |            |
| 6. Applicant actively seeks to build partnerships and works well in collaboration with other organizations, entities, and government.   |   | 5                     |            |
| 1 Points  | Organization has no partnerships, does not have interest or any priorities to build partnerships. Organization has reputation of being difficult to work with.  |                       |            |
| 2 - 3 Points  | Organization has some partnerships, but partnerships are not robust, and do not directly address community challenges and project goals.  |                       |            |
| 4 - 5 Points  | For Higher Capacity Organizations - has strong, active partnerships that provide substantial support through technical or monetary assistance. Partnerships directly address community challenges or aide in accomplishing project goals. (For organizations that provide capacity: Organization provides substantial support and significantly increase organizational impact, capacity, education, or other similar services to partner organization).<br><br><b>For Capacity Building Organizations</b> - Has been developing partnerships or is actively pursuing partnerships to address community needs. Partnerships have potential to significantly increase organizational impact or capacity.   |                       |            |
| <b>AUTOMATICALLY CALCULATED</b>   |   |                       |            |
| Single parent head of household population concentration in projected service area  |   | 5                     |            |
| Low/Moderate income (LMI) population concentration of projected servie area<br>Project LMI %*5 (ONLY for GENERAL NED AWARD)   |   | 5                     |            |
| URA Market Index<br>A = 0.5<br>B = 1<br>C = 1.5<br>D = 2<br>E = 2.5<br>F = 3<br>G = 3.5<br>H = 4<br>I = 4.5<br>J = 5  |   | 5                     |            |
| <b>GENERAL NED SCORE</b>  |   | <b>45</b>             | <b>0</b>   |
| <b>CAPACITY BUILDING NED SCORE</b>  |   | <b>40</b>             | <b>0</b>   |

| ORG NAME   | General NED Score | Grant Request | Allocation    |
|--|-------------------|---------------|---------------|
| Rising Tide Partners   | 37.53             | \$ 40,000     | \$ 40,000.00  |
| Amani Christian Community Development Corporation            | 37.37             | \$ 40,000     | \$ 40,000.00  |
| Perry Hilltop Citizens Council                               | 37.17             | \$ 40,000     | \$ 40,000.00  |
| Fineview Citizens Council                                    | 37.12             | \$ 40,000     | \$ 40,000.00  |
| Charles Street Area Corporation                              | 36.97             | \$ 50,000     |               |
| Hazelwood Initiative   | 35.49             | \$ 40,000     | \$ 40,000.00  |
| Hilltop Alliance   | 34.94             | \$ 40,000     | \$ 40,000.00  |
| Bloomfield-Garfield Corporation                              | 34.70             | \$ 30,000     | \$ 30,000.00  |
| Pittsburgh Hispanic Development Corporation                  | 34.65             | \$ 40,000     | \$ 40,000.00  |
| Larimer Consensus Group                                      | 34.40             | \$ 40,000     | \$ 40,000.00  |
| Uptown Partners of Pittsburgh                                | 33.97             | \$ 40,000     |               |
| Lincoln Lemington Collaborative/East Liberty Development Inc | 33.20             | \$ 50,000     |               |
| Lawrenceville United   | 32.45             | \$ 40,000     |               |
| Lawrenceville Corporation                                    | 31.70             | \$ 30,000     |               |
| Jasmine Nyree Home   | 31.61             | \$ 40,000     | \$ -          |
| Hill District Consensus Group                                | 31.37             | \$ 40,000     |               |
| Community Alliance of Spring Garden East Deutschtown         | 30.91             | \$ 50,000     |               |
| Brightwood Civic Group                                       | 30.61             | \$ 40,000     |               |
| South Side Community Council of Pittsburgh, Inc.             | 30.17             | \$ 50,000     |               |
| Mount Washington Community Development Corporation           | 29.38             | \$ 40,000     |               |
| Bloomfield Development Corporation                           | 27.86             | \$ 20,000     |               |
| Brighton Heights Citizens Federation                         | 26.54             | \$ 40,000     |               |
| <b>Total</b>   |                   | \$ 880,000    | \$ 350,000.00 |

| ORG NAME   | Capacity Building NED Score | Grant Request | Allocation    |
|--|-----------------------------|---------------|---------------|
| Charles Street Area Corporation                              | 33.06                       | \$ 50,000     | \$ 50,000     |
| Lincoln Lemington Collaborative/East Liberty Development Inc | 29.60                       | \$ 50,000     |               |
| Community Alliance of Spring Garden East Deutschtown         | 27.79                       | \$ 50,000     |               |
| South Side Community Council of Pittsburgh, Inc.             | 27.51                       | \$ 50,000     |               |
| Manchester Citizens Council (Year 3 of 4)                    |                             | \$ 50,000     | \$ 50,000     |
| Carrick Community Council (Year 2 of 4)                      |                             | \$ 50,000     | \$ 50,000     |
| <b>Total</b>   |                             |               | \$ 150,000.00 |