



CITY OF SOUTH BEND

REDEVELOPMENT COMMISSION

Redevelopment Commission Agenda Item

DATE: March 10, 2020
FROM: Alkeyna Aldridge,
SUBJECT: Budget Request 2020 (Pokagon Fund)

_____ Pres/V-Pres

ATTEST: _____ Secretary

Date: _____

APPROVED Not Approved

SOUTH BEND REDEVELOPMENT COMMISSION

Which TIF? (circle one) River West; River East; South Side; Douglas Road; West Washington

Pokagon Fund 433

PURPOSE OF REQUEST: Pokagon Fund Request- Inclusive Neighborhood Revitalization Technical Assistance & Action

Specifics: The Pokagon Fund prioritizes innovative, community development initiatives aimed at addressing poverty and unemployment in the city. We are requesting \$160,000 to support the following inclusive neighborhood development initiatives.

Request: \$100,000

Vendor: Majora Carter Group, LLC

Professional Services:

1. Inclusive Economy Technical Assistance Cohort

GOAL: Galvanize local community developers to see the value of staying and/or investing in low-status because all parts of South Bend should be engaging places to be, as well as, support the organizational capacity of cohort members to execute private, small scale development demonstration projects in city-target zones.

The MCG Technical Assistance Cohort will create important a much-needed feedback mechanism to collect opinions, real concerns, and market/ecosystem gaps that create barriers for emerging and existing community developers working in low status neighborhoods. It will generate fresh ideas and perspectives to understand how these entities build capacity to execute and sustain development projects, as well as, how to appropriately conduct business with the City.

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

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2. Inclusive Economy Action Plan & Recommendations

GOAL: MCG will support the design of an inclusive economic development plan for South Bend's neighborhoods based on the lessons learned, barriers and gaps identified through the various demonstration projects of the technical assistance cohort.

Based on a combination of findings as well as MCG's research into local and regional economic drivers, MCG will design an economic development strategy for the City of South Bend that will incorporate the goals of retaining, attracting and supporting local successful individuals to consider the low status neighborhoods as a desirable place to live, work and play.

MCG will also develop a series of economic recommendations that City of South Bend can use to advocate for equitable public and private financing to create a thriving, inclusive community.

Request: \$60,000

Vendor: Incremental Development Alliance

Professional Services:

1. Service One: Offsite Technical Assistance to Real Estate Training Courses for Small Developers

The City has identified individuals and development organizations who could use assistance in the conceptualization, organization, refinement or execution of a small (1-3 story building) or incremental (larger site or existing building being phased) real estate project. Many of these individuals need introductory and advanced training in order to be prepared to start a project.

The Alliance has a planned 3 Hour Small Real Estate Seminar in South Bend in February 2020. The Alliance also has other advanced classes in driving distance throughout 2020. This item of the scope establishes funding for full or partial offsite technical assistance to these events as the City sees fit.

2. Service Two: Project Level Mentoring of Existing or Potential Small Developers

The Alliance has a staff and faculty with a range of experience that can be deployed to assist projects and their implementers to move forward from whatever starting point they are currently at. For the purposes of this contract, the scope of the number of projects/project teams involved in ongoing (multiple engagements over time) shall be limited to 5 in the cohort at a time.

For each meeting with a project/team, **the Alliance will provide written recommendations and next steps to the City.** The City will maintain contact with the project/team in order to facilitate the completion follow up activities. The Alliance and the City will communicate on a monthly basis on the progression of each project/team and determine what off site communication is appropriate to help the project move forward between in person visits. Technical assistance will be deployed via in person visits and phone/video calls.

The intended date windows for on-site visits are as follows:

February 24-25, 2020 – 2 Faculty

April 6-8, 2020 - 1 Faculty

May 11-15, 2020 - 2 Faculty

Sept 22-24, 2020 - 2 Faculty

Nov 16-17, 2020 - 2 Faculty

February 2021 – 2 Faculty

April 2021

The Alliance will have on-sites on a scheduled basis set at the project commencement and then again at the halfway point of the scope time frame- February/July 2020. All contract activities conclude by June 30, 2021.

3. Service Three: Small Developer Readiness Toolkit / Intro to Small Development Seminar

The City of South Bend in its Community and Economic Development efforts has requested assistance in devising and/or deploying the following technical assistance materials related to small development activities at the neighborhood scale.

- Use of Alliance’s Three-Hour Seminar course
 - Slide Deck Use Agreement
 - Agreement allows the yearly renewal of use of a deck that the Alliance maintains and updates. Slide deck can be distributed only to the attendees of the seminar classes but is not allowed to be publicly distributed on any website by the City or third party. City will report the names and emails of attendees of the seminar on a quarterly basis in order for attendees to receive benefits offered to Alliance alumni. The Alliance will provide access to printed materials that accompany the slides (which will largely be customized in this scope of work via the activities below).
 - Train the Trainer Instruction (2 Hours) – Occurs in 2020 after February Seminar

- Small Developer Readiness Toolkit
 - Skill Set Assessment of potential small developer
 - Real Estate Project Onboarding Questionnaire (property information, proposed uses, etc).
 - Written and Electronic Proforma Templates
 - Building Layout Materials (STEP Buildings on SB Lots)
- Project Status Tracking Templates (Communication Tool with Alliance and for reporting to DCI staff)

The City of South Bend will use the materials in this service and related past services to create a Small Developer Toolkit. The Alliance will review and comment on the final content and packaging of the toolkit as needed.

TOTAL REQUEST: \$160,000

INTERNAL USE ONLY: Project Code: _____;
Total Amount new/change (inc/dec) in budget: _____; Break down:
Costs: Engineering Amt: _____; Other Prof Serv Amt _____;
Acquisition of Land/Bldg (circle one) Amt: _____; Street Const Amt _____;
Building Imp Amt _____; Sewers Amt _____; Other (specify) Amt: _____
_____. Going to BPW for Contracting? Y/N
Is this item ready to encumber now? ____ Existing PO# _____ Inc/Dec \$ _____