



# **L.A. REPAIR**

## Participatory Budgeting

*A program of the LA Civil Rights Department*

### **Proposal Development Grant Guidelines**

### **Frequently Asked Questions**

#### Eligibility Criteria

- 1. If our organization meets most but not all the criteria (e.g. we have fewer than 3 years of prior service programming), can we still apply?**

If your organization does not meet the criteria requirements, we recommend you partner with a nonprofit organization that meets all the criteria requirements. That organization would be the lead Proposer for your application.

- 2. If our organization has offices in Los Angeles, but is headquartered outside of the County, could we partner with a local organization to be eligible?**

The Proposer must be headquartered in Los Angeles County to be eligible. The intention of the opportunity to partner or use a fiscal sponsor was for local community based organizations to apply that do not have 501(c)(3) status but otherwise meet all eligibility criteria.

- 3. What are the geographic parameters for the REPAIR Zones?**

Most REPAIR Zones align with the Community Plan Areas used by the Department of City Planning, with the exception of the Skid Row neighborhood. A searchable map of the REPAIR Zones is available on our website at

<https://repair.lacity.gov/about/la-repair-zones>.

- 4. What if our organization serves multiple of the REPAIR Zones?**

Your organization is able to submit up to two separate proposals for two different REPAIR zones or the same REPAIR Zone.

- 5. I don't see my neighborhood represented/included, will L.A. REPAIR include my neighborhood in future grant opportunities?**

L.A. REPAIR is a pilot program and is currently only funded for this one time. Ultimately, the Mayor and City Council will decide through the regular budget process if L.A.

REPAIR will be renewed and expanded to other neighborhoods.

**6. Can other community based organizations like Limited Liability Companies (LLCs) and S Corporations submit proposals? Do they also need a fiscal sponsor?**

If the organization is not a qualified 501(c)(3) nonprofit then they would need to partner or use a fiscal sponsor that is a 501(c)(3) organization. Additionally, all proposed services must be provided as a public benefit without a profit to the organization.

**7. Can churches and faith-based organizations with nonprofit status submit proposals?**

Yes. All proposed services must be provided as a public benefit and without any preference or discrimination of religion or faith practices.

**8. What constitutes a fiscal sponsor?**

A fiscal sponsor is a 501(c)(3) nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects. If a grant is awarded, the fiscal sponsor will be the legal contractor with the City.

**9. If a for profit and nonprofit organization decides to partner, do both parties need to show positive service to the target community for 3 years?**

No, only the lead Proposer must meet all the criteria for the proposal to be eligible.

**10. If funded, will nonprofits contract with the city, and if so, are there minimum insurance requirements that nonprofits must meet?**

Yes. If selected, organizations must contract with the City and meet all the standard provisions and requirements. Insurance is a basic requirement for City contracting. Please contact [repair@lacity.org](mailto:repair@lacity.org) if you need more details in regards to the specific requirements for your organization.

**11. Do you know of any organizations that are interested in partnering up for the proposals?**

Unfortunately, we do not have a list of organizations available, but we encourage you to reach out to your networks.

**12. Do you need the contact information of individuals who will be providing reference letters?** Yes, contact information for the reference should be included in order to verify their statement if necessary.

**13. Do reference letters need to be on letterhead, or can they be via email? Many of our clients are teens who are more comfortable with email.**

Yes, that is fine.

**14. How can a nonprofit get involved in Proposal Development part of the process?**

The Proposal Development part of the process is this grant opportunity. Please review the grant guidelines, and if eligible, submit a proposal. All proposals that meet the eligibility criteria will be reviewed.

**15. Can my nonprofit work inside of LAUSD, in a partnership without being directly tied to it?**

Yes.

#### Funding Restrictions

**16. Can funds be used for capital projects, such as to remodel a community center?**

No, this grant opportunity is to fund service-based programs. The funding cannot be used for capital improvements.

**17. Will a portion of the grant funding be expected to cover free services for applicable projects?**

Your proposed services should be free of cost to the REPAIR Zone residents, and the proposed budget should reflect this.

**18. Is it possible to complete a project before L.A. REPAIR funding to qualify? Meaning, is it possible to be halfway done with a project to receive the first installment?**

A proposed program may be a continuation of programming your organization already offers, but if funded, the services must be prioritized to community members in the REPAIR Zone. If this question is about the funding timeline, funding will be distributed in two installments once the contract with the City is signed and executed. The first

installment will be at the time of execution, and the second installment will be at the six-month mark, assuming all required reporting is completed satisfactorily.

### Program Concepts

**19. There are a number of program concepts that transcend various zones. Can we apply for several REPAIR Zones even if we are focusing on one concept?**

A proposer can submit up to two proposals. While proposals for different REPAIR Zones can be similar in scope, they should be submitted separately and tailored to the REPAIR Zone. Each proposal will be evaluated separately, and selection for the ballot will depend on the final score and overall number of proposals for that REPAIR Zone.

**20. Our organization has a long history of community programs in a REPAIR Zone, but our existing programs don't fit any of the three program concepts. Should we schedule a conversation with a program officer to determine how to move forward with our proposal?**

Proposals must respond to one or more program concepts for a REPAIR Zone to be eligible. We are happy to discuss in further detail the program concepts, and can be reached at [repair@lacity.org](mailto:repair@lacity.org) to schedule a call.

**21. We will need to state one priority program concept for the REPAIR Zone, but can include or incorporate more than one?**

Correct, a proposal may address multiple program concepts from the same REPAIR Zone.

**22. For a particular REPAIR Zone, will our proposal be competitive if we lead with one program concept with support from another?**

We encourage organizations to respond to a program concept in full to the best of their ability. Including elements of another program concept is fine.

**23. Are there age restrictions for a specific program concept?**

In general, the program must serve anyone within the REPAIR Zone, and the ages or population demographics noted in the program concept are intended to guide your program design.

**24. For the Education & Access to Information program concepts, is it preferred that the programming occur during the school day, in an after school capacity or a hybrid of both?** Having the programming during hours that the community members can best attend would probably be ideal. For example, if the programming is for students, outside school hours might be best. Ultimately it is up to you on what time you think would be best.

#### Technical Assistance

**25. When is the deadline to submit a proposal?**

The deadline is Wednesday, November 29 at 12:00 PM PST (noon).

**26. If questions are submitted by email, will they be included in the Q&A?**

Yes, all questions submitted by November 17 will be included in the FAQ document on our website and RAMPLA.

**27. Will the webinar and materials be available to view online?**

Yes, the Webinar recording and materials will be posted on our website at <https://repair.lacity.gov/submit-proposal>.

**28. To reach out to Ms. Wilhite, what is the best email address to use?**

[allison.wilhite@lacity.org](mailto:allison.wilhite@lacity.org)

#### Voting

**29. What are the voter qualification requirements?**

Anyone who is at least fifteen (15) years of age and lives, works, studies, or is the parent or guardian of a student within the REPAIR Zone, is eligible to vote on which proposals to fund. Voters do not need to provide proof of their residency. A self attestation to the eligibility criteria and signature will be required.

**30. Can you clarify what happens during the voting and outreach process in March 2024? Where and how will the virtual voting links be disseminated?**

People will be able to vote online at any time or in person at a voting event hosted by the City, Advisory Committee, or Community Engagement Partner. The online ballot will be accessible via our website, [repair.lacity.gov](https://repair.lacity.gov). Outreach will be led by the City and

Community Engagement Partners, with guidance provided to Proposers about how they can promote their proposals while keeping the voting process fair and neutral.

**31. Can nonprofits that go forward to the voting phase be able to help generate votes in the community?**

Yes, Proposers selected for the ballot will be able to promote their proposals. Guidance will be provided to Proposers to ensure the voting process is fair and neutral.

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