

Memorandum



CITY OF DALLAS

DATE January 13, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **Capacity Building Grants**

As approved by the City Council in the FY 22-23 Budget, the Office of Homeless Solutions (OHS) is moving forward to provide programmatic support to grow non-profits, using the one-time funding of \$1M allocated through the budget amendment process. The goal of this program is to grow area non-profits in an equitable way by providing support to small and emerging non-profit organizations. As previously advised, to administer this program, OHS will utilize a third-party organization to identify and reach out to potential participants based on a **three-tier model as described below**:

1. Organizations that are not yet 501(c)(3) certified but want to become one with the following requirements:
 - a. Acting as a non-profit without the 501(c)(3) certification to apply for funding
 - i. Based on the organization's track record of success
 - ii. Current funding, assets, expertise, and experience
2. Have an established 501(c)(3) but have not applied for funding
3. Established 501(c)(3) with need for technical assistance

The third-party will select cohorts of qualified non-profits through a competitive process and:

- Develop a course to train participants on how to become a stabilized non-profit
- Develop a timeline for training and certification application
- Provide a stipend to cover the participant's time
- Provide a \$10,000 grant at the completion of the program

Classes will consist of no more than fifteen organizations per class and last six to eight months at a time. Each grant will cover the cost of an independent financial audit, reducing the single largest barrier to non-profits in Dallas participating in municipal grant opportunities. Utilizing this model, we anticipate that roughly thirty-one (31) non-profits can be assisted via this program. Please advise if you have any questions about this model. If not, we will proceed to the Request for Proposal process. We expected to have the results of the solicitation and a recommended vendor for award by late Spring of 2023.

Putting Service First,

A handwritten signature in black ink, appearing to read 'Kimberly Bizer Tolbert'.

Kimberly Bizer Tolbert
Deputy City Manager

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors