Safe Summer Initiative Grant (SSIG) 2020

Applications due via WebGrants
Thursday, February 13, 2020 by 4:00PM
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<tr>
<th>ACTIVITY</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>Release of Grant Funding</td>
<td>Grant applications will be available on WebGrants <a href="http://grants.sanjoseca.gov/index.do">http://grants.sanjoseca.gov/index.do</a></td>
<td>Monday, January 13, 2020</td>
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| Pre-proposal Workshop          | Pre-Proposal Workshop
Hank Lopez Community Center
1694 Adrian Way
San José CA 95122                                                                                                                            | Monday, January 27, 2020
10:00-11:00AM                      |                                                                                                                                             |
| Q&A Submission Deadline        | Deadline for submitting all questions via email to Martin Cruz [Martin.cruz@sanjoseca.gov](mailto:Martin.cruz@sanjoseca.gov)                                                                             | Wednesday, January 29, 2020
by 4:00PM                           |                                                                                                                                             |
| Final Q&A Responses Posted     | All questions and responses will be posted via WebGrants                                                                                                                                             | Friday, February 7, 2020             |
| Proposals Due                  | Completed proposals are to be submitted online via WebGrants \[LATE, E-MAILED, FAXED OR INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED]\                                                                         | Thursday, February 13, 2020
by 4:00PM                           |                                                                                                                                             |
| Grant Award Announcements      | Announcements of awarded Grantees. Applicants will be notified via e-mail                                                                                                                                | Friday, March 27, 2020               |
| Deadline to Appeal Funding Decision | All appeals must be submitted via e-mail, using the SSIG Appeal Form, to Martin Cruz [Martin.cruz@sanjoseca.gov](mailto:Martin.cruz@sanjoseca.gov) | Friday, April 3, 2020               |
| Contract Development           | Begin contract development                                                                                                                                                                            | April 2020                           |
| Required Documentation Due     | Certificate of Insurance, Agency Signature Authority Resolution, W-9, Business Tax Submission, and Facility Use Agreements (as applicable)                                                              | Friday, April 10, 2020
by 4:00PM                           |                                                                                                                                             |
| Grant Service Period Begins    | Start of SSIG-funded services                                                                                                                                                                          | Monday, June 1, 2020                 |
| Grant Service Period Ends      | Completion of all SSIG-funded services                                                                                                                                                                 | Monday, August 31, 2020              |
# TABLE OF CONTENTS

To request language accommodations or an alternative format for printed materials, please call (408) 535-3570 or (408) 294-9337 (for TTY assistance), or email Martin.cruz@sanjoseca.gov

<table>
<thead>
<tr>
<th>TIMELINE - IMPORTANT DATES AND DEADLINES</th>
<th>Page 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRY CRITERIA AND ELIGIBLE APPLICANTS</td>
<td>Page 5</td>
</tr>
</tbody>
</table>

## PART I – BACKGROUND

1. What is the mission of the Department and the Task Force? Page 6
2. What is the Safe Summer Initiative Grant (SSIG)? Page 7
3. What types of services can I propose? Page 7
4. What are the Program Areas? Page 8
5. What are the guiding principles of effective summer activity and learning programs? Page 8
6. Who is the Target Population? Page 9
7. What are Hot Spots and Police Divisions, and where are they located? Page 12

## PART II – APPLICATION

1. What, where, and when is the Pre-proposal Workshop? Page 13
2. What are the proposal submission requirements? Page 13
3. What if I have questions about the application process? Page 14
4. How much funding can an applicant receive? Page 15
5. What is the selection process? Page 15
6. What is supplanting? Why does the City of San José not allow it? Page 16
7. What are the grounds for disqualification? Page 16
8. What do I need to know about Conflict of Interest? Page 17
9. Why will proposals and correspondence be subject to public
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>disclosure?</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>What are the objections and appeals process for this funding opportunity?</td>
<td>Page 18</td>
</tr>
<tr>
<td>11.</td>
<td>What are allowable budgeted direct and indirect costs?</td>
<td>Page 20</td>
</tr>
<tr>
<td>12.</td>
<td>What expenses are eligible? And what expenses are ineligible?</td>
<td>Page 21</td>
</tr>
</tbody>
</table>

**PART III – AGREEMENT & GRANT AWARD**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>What are the terms of the grant agreement?</td>
<td>Page 22</td>
</tr>
<tr>
<td>2.</td>
<td>Is there a matching fund requirement?</td>
<td>Page 22</td>
</tr>
<tr>
<td>3.</td>
<td>When will grant funding be released if awarded?</td>
<td>Page 22</td>
</tr>
<tr>
<td>4.</td>
<td>What will be required of our agency if awarded?</td>
<td>Page 23</td>
</tr>
<tr>
<td>5.</td>
<td>What are the reporting requirements for this grant opportunity?</td>
<td>Page 24</td>
</tr>
</tbody>
</table>

**PART IV – SSIG NARRATIVE QUESTIONS AND EVALUATION MATRIX**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Basic Information</td>
<td>Page 26</td>
</tr>
<tr>
<td>2.</td>
<td>Narrative Questions</td>
<td>Page 26</td>
</tr>
<tr>
<td>3.</td>
<td>Evaluation Categories</td>
<td>Page 28</td>
</tr>
</tbody>
</table>
ENTRY CRITERIA

To be considered for an SSIG grant award from the City of San José, applicants must meet ALL ENTRY CRITERIA listed below at the time of submittal. Submitted proposals must be responsive to all application instructions and meet minimum eligibility requirements as articulated throughout the document. Applicants who do not meet all entry criteria will not be considered, and evaluation of the application will NOT be made.

### Eligible Applicants

<table>
<thead>
<tr>
<th>Who qualifies?</th>
<th>Who does not qualify?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A government agency</td>
<td>1. Agencies that are presently on a Parks, Recreation and Neighborhood Services (PRNS) Corrective Action Plan; or</td>
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<tr>
<td>2. A private nonprofit agency with current 501 (c)(3) status</td>
<td>2. Agencies that have failed to complete compliance activities of a PRNS Corrective Action Plan dated June 2018 to the present; or</td>
</tr>
<tr>
<td>3. A faith-based entity</td>
<td>3. Agencies that have received a notice of default/non-payment from the Department of PRNS dated June 2018 to the present.</td>
</tr>
</tbody>
</table>

**Note 1:** Applicants are not allowed to use a fiscal agent to apply on their behalf. All applicants must be one of the three entities listed above to be eligible for SSIG funding.

**Note 2:** Previously funded agencies must be in good standing with the City of San José, and understand that past performance will be considered to determine eligibility for this funding cycle, as noted in the entry criteria list under the “Who does not qualify?” column of this table.

**Note 3:** Applicants should contact Martin Cruz if they are uncertain of their organization’s status. Status is not subject to appeal.
PART I: BACKGROUND

1. What is the mission of the Parks, Recreation and Neighborhood Services Department and the Mayor’s Gang Prevention Task Force?

The mission of the Department of Parks, Recreation and Neighborhood Services (Department) is to connect people through parks, recreation and neighborhood services for an active San José. Our vision is for healthy communities that inspire belonging. To achieve this mission and vision, the Department adopted and implemented ActivateSJ, formerly the Greenprint, the 20-year strategic plan for the Department. ActivateSJ will help ensure that community centers continue to serve as points of connection, and recreational opportunities will help continue to enhance the quality of life in our diverse neighborhoods. One of the key guiding principles of ActivateSJ is “Equity & Access” - We Embrace People of All Ages, Cultures and Abilities. The Department strives to uphold the values that all San José residents – whatever their age, gender identity, income, ability, or culture – have a right to health, wellness and access to parks and recreation opportunities. The Safe Summer Initiative Grant Program helps strengthen the guiding principle of Equity & Access.

The City of San José remains one of the “Safest big cities in America,” due in large part to the sustained efforts of the Mayor’s Gang Prevention Task Force (Task Force). The Task Force is one of San José’s leading initiatives and is a nationally-recognized model for addressing issues of youth and gang violence. The Task Force provides support to gang-involved youth and their families. This inter-agency task force is comprised of representatives from the City and the County of Santa Clara, law enforcement agencies, school districts, local service agencies, and community groups.

**Task Force Mission**: We exist to ensure safe and healthy opportunities for San José’s youth, free of gangs and crime, to realize their hopes and dreams, and become successful and productive in their homes, schools, and neighborhoods.

The Task Force is guided by its mission and by the following **FIVE PRINCIPLES**:

1. We value our youth.
2. We cannot arrest our way out of this problem, and will not give up on our commitment to facilitate personal transformation.
3. We will address this community challenge with community response.
4. We value trust-based relationships that reflect productivity, accountability, and mutual respect.
5. We are guided by a culture of evidence, exchange and excellence.

The Task Force is also guided by the 2018-2020 Strategic Work Plan, “Trauma to Triumph - A Plan to Foster Hope and Break the Cycle of Violence,” emphasizing asset-based service delivery.
Applicants can find the MGPTF Strategic Work Plan 2018-2020 (entitled Trauma to Triumph II) by following this link.

2. What is the Safe Summer Initiative Grant (SSIG)?

The Safe Summer Initiative Grant (SSIG) has been in existence since 2008. The SSIG Program aims to provide or enhance recreational or educational opportunities not normally available to the Task Force Target Population (reference: Part I, Section 6) during the summer months, thereby providing youth a safe environment while keeping them active and engaged in positive activities.

The Department’s Neighborhood Services team engages disadvantaged and historically marginalized youth through programs and services, which are augmented by the SSIG Program.

The overall goals of the SSIG Program are:
1. To provide a safe environment for youth while keeping them active and engaged in pro-social behaviors during the months of June through August;
2. To provide enrichment opportunities not normally available to the Target Population during the summer months, thereby reducing learning loss; and
3. To facilitate the enrollment and transition of the children and youth participating in Summer Programs at their school site and/or youth center into after school programs in the next school year.

3. What types of services can I propose?

The Safe Summer Initiative Grant program seeks to provide funding for summer programs that intentionally promote, encourage, and foster pro-social behaviors and lifestyles for San José youth. The City encourages all applicants to implement educational programs and/or plan fun and safe recreational activities to keep San José youth engaged and off the streets during the out-of-school summer months.
4. What are the Program Areas?

**Educational**
- Programs to increase academic motivation, to improve skills relating to reading, math, science, and technology, to increase math and reading achievement, to promote high school completion, and to improve college preparation skills.
- Summer educational programs may be remedial or enrichment or use a combination of these two approaches.
- Effective programs teach these skills in the context of hands-on learning experiences and/or engaging cultural enrichment activities that often incorporate the arts.

**Youth Development**
- Programs focus on fostering the skills necessary for personal, social, and career-related success.
- These skills include character development, interpersonal skills, life skills, health-related behaviors, conflict resolution skills, communication skills, leadership skills, and management skills.
- Activities related to service-learning are often used to encourage civic participation and cooperation as well as career-related exposure and skills such as career exploration, planning, and leadership.

**Recreation, Health, and Fitness**
- Program activities such as field trips to entertainment centers, rock climbing, camping, hiking, sporting activities, and tournaments.
- Health education activities target behaviors such as developing healthy exercise routines and nutrition habits, as well as other health-lifestyle habits.

**Multi-Element**
- Programs combine some or all of the programs mentioned in the above areas.

5. What are the Guiding Principles of Effective Summer Activity and Learning Programs?

Research on effective out-of-school time programs that relate to summer programs recommends the following principles as a guide to the planning and implementation of SSIG summer programs. **NOTE:** SSIG applicants are encouraged, but not required, to use the following principles to implement services:

- Form collaborative partnerships with key stakeholders; (e.g., school partnerships)
- Involve families and communities
- Utilize well-trained, experienced staff (at appropriate ratios)
- Plan programs deliberately (i.e., incorporate lesson plans, structured daily activities, reflective debriefs, organized games, etc.)
- Make programs affordable and accessible
- Promote positive relationships with caring adults
• Provide positive role models
• Reward good behavior
• Teach social cognitive skills, life skills, and character development
• Make learning fun and hands-on
• Intervene more intensively with higher-risk students
• Integrate non-academic, physical, recreational, and cultural enrichment activities
• Utilize settings that are safe and inspire learning.

For these principles to be effective, they must be applied in tandem with well-planned curriculums and operated programs. Research indicates that poor implementation, lack of accessibility, poor recruitment and retention, staffing issues, and a lack of organizational support can undermine any program, no matter how much evaluation evidence there is for its effectiveness under optimal conditions.

More information can be found here: https://www.summerlearning.org/.

6. Who is the Target Population?

The SSIG Program aligns with the goals and outcomes of the Task Force and aims to serve the same Target Population:
• Youth ages 6 to 24 exhibiting at-risk behaviors
• Youth exhibiting high-risk behaviors related to gang lifestyles
• Youth committing intentional acts of violence
• Youth identified as gang members and/or arrested for gang-related incidents or acts of gang violence, in addition to families (including parents and children) and friends of youth involved with the gang lifestyle or incarcerated for gang-related crimes.

Note 1: Applicants must only serve San José youth.
Note 2: All grantees will be asked to report the number of youth to be served, which fall into each of the following Task Force Target Population profiles. These Target Population profiles are meant to guide the assessment of participant risk level.
## Target Population Profiles

### At-Risk: This category may be distinguished from other at-risk youth in that they are residing in a high-risk community (Hot Spot areas, low socio-economic areas) and have some of the following gang risk characteristics.

- Has a high potential to exhibit high-risk gang behaviors.
- Has not had any personal contact with the juvenile justice system.
- Exhibits early signs of school-related academic, attendance, and/or behavior problems.
- Has periodic family crises and/or is a child welfare case.
- Is low-income and/or lives in overcrowded living conditions.
- Knows some neighborhood gang members but does not associate with them.
- Is beginning to experiment with drug/alcohol use.

### High-Risk: This category may be distinguished from the "at-risk" population based on the additional characteristics and level of intensity of the following:

- Admires aspects of gang lifestyle characteristics.
- View gang members as "living an adventure."
- Lives in gang "turf" area where the gang presence is visible.
- Has experienced or participated in gang intimidation type of behaviors or has witnessed violent gang acts.
- Feels unsafe being alone in the neighborhood.
- Has a family member(s) who lived or are living a juvenile delinquent, criminal, and/or gang lifestyle.
- Has had contact with the juvenile justice system and law enforcement.
- Does not see the future as providing for him/her; has a perspective of "you have to take what you can get."
- Casually and occasionally associates with youth exhibiting gang characteristics.
- Has a high rate of school absences and experiences school failure and disciplinary problems.
- Uses their free time after school to "hang out" and does not participate in sports, hobbies, or work.
- Is suspicious and hostile toward others who are not in his/her close circle of friends.
- Does not value other people’s property.
- Believes and follows his/her own code of conduct, not the rules of society.
- Only follows the advice of friends; does not trust anyone other than friends.
- Uses alcohol and illegal drugs.
- Has had numerous fights and sees violence as a primary way to settle disagreements and maintain respect.
- May have been placed in an alternative home or another living arrangement for a period.
- Does not have personal goals/desires that take precedence over gang-impacted youth groups.
**Impacted:** Youth exhibiting high-risk behaviors related to gang lifestyles.

- Has had several contacts with the juvenile justice system and law enforcement. Has spent time in juvenile hall. Has had a probation officer or participated in a delinquency diversion program.
- Has had numerous fights and views violence as a primary way to intimidate, settle disagreements, and maintain respect.
- May claim a turf or group identity with gang characteristics but still values independence from gang membership.
- Personally knows and hangs out with identified gang members.
- Considers many gang-related activities to be socially acceptable.
- Feels he/she has a lot in common with gang characteristics.

| Intentional: This category is distinguished from all other categories in that youth must be identified and/or arrested for gang-related incidents or acts of gang violence through the justice system (Police, DA, Probation, etc.) | May have been identified or certified as a gang member by law enforcement agencies.
- Associates almost exclusively with gang members to the exclusion of family and former friends.
- Views intimidation and physical violence as a way to increase personal power, prestige, and rank in a gang. He/she is active in "gang banging."
- Regularly uses/abuses of alcohol and other drugs.
- Self identifies as a gang member.
- Has spent time in juvenile hall, juvenile camp, or a California Department of Corrections and Rehabilitation Division of Juvenile Justice facility (formerly the California Youth Authority).
- Regularly deals with gang rival and allied gang business. |
| --- | --- |
| Has gang-related tattoos.
- Identifies specific individuals or groups as enemies.
- Is engaged in the gang lifestyle.
- Rejects anyone or any value system other than that of the gang.
- Believes that the gang, its members, and/or his/her family live for or will die for the gang.
- Has fully submerged his/her personal goals and identity in the collective identity and goals of the gang.
- Has adopted and/or earned gang status within the gang system. |
7. What are Hot Spots and Police Divisions, and Where are they located?

The Task Force periodically conducts an exercise in which representatives from Task Force organizations provide insights as to those areas that have experienced the most gang-related activity. This expertise is then blended with San José Police Department data in establishing an annual list of “Hot Spots.” Services will be contracted for all areas of San José with a special emphasis on “Hot Spot” areas, as determined by the Task Force.

All areas of San José are eligible for funding; however, special emphasis will be placed on “Hot Spot” areas. The 2019-2020 Hot Spot areas were identified in 2019 and approved by the Task Force Policy Team. Applicants can find the Hot Spots Maps by following this link. Applicants can find the Police Divisions Maps by following this link.

<table>
<thead>
<tr>
<th>Police Divisions</th>
<th>Hot Spot Locations</th>
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<tbody>
<tr>
<td><strong>Central</strong></td>
<td>McKeen Road/Story Road/E. Santa Clara/Coyote Creek</td>
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<tr>
<td></td>
<td>Julian Street</td>
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<td></td>
<td>Jeanne Ave. Area- Jeanne Ave./22nd St./Williams St./McLaughlin Ave.</td>
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<td>10th and Williams St.- E. William St./Margaret St./7th St.</td>
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<tr>
<td><strong>Western</strong></td>
<td>Washington/Alma - Grant St./Duane St./2nd St./Goodyear St./Palm St.</td>
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<tr>
<td></td>
<td>Emergening: Fruitaide Ave &amp; Marlboro Ave.</td>
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<td>Buena Vista/San Carlos</td>
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<td>Santee/Phelan- Story Rd./Crucero Dr./Bacchus Dr./McLaughlin Ave.</td>
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<td>Cadillac/Winchester- Payne Ave./Winchester blvd./Hamilton Ave./Eden Ave.</td>
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<td><strong>Foothill</strong></td>
<td>Valley Palms and San Jose Apt. Area- Lanai Rd./Tully Rd./Cunningham/Midfield Ave.</td>
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<td>Mayfair Area- McCreery/E. San Antonio St./HWY 280/N. Jackson Ave.</td>
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<td>Foxdale Area</td>
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<td>Emerging Hot Spot: Plata Arroyo</td>
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<td>Kollmar Area- Story Rd./Capital Ave./McGuinness Ave./Murtha Dr./Capital Ave.</td>
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<td>Overfelt Area- Tully Rd./Ocala Ave./King Rd./Hillview Airport</td>
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<td>Poco Way- Sunset Ave./Story Rd./King Rd./HWY 280/N. Jackson Ave.</td>
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<td>Emerging Hot Spot: Capitol Park- Bambi Ln./Capitol Expressway/Story Rd./S. Jackson Ave.</td>
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<tr>
<td><strong>Southern</strong></td>
<td>Round Table/Great Oaks Area- War Admiral Ave./Great Oaks Dr./Monterey Hwy/Edenview Dr.</td>
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<td>Hoffman/Via Monte- Blossom Hill Rd./Gallup Dr./Almaden Expressway/Croydon Ave.</td>
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<td>Seven Trees- Senter Rd./Cas Dr./E. Capital</td>
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<td>Coy Park/Trade Winds</td>
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PART II: APPLICATION

1. What, where, and when is the Pre-Proposal Workshop?

The Pre-Proposal Workshop will include a review of the following:

- Background of the SSIG Program
- Application Process and Timeline
- Proposal Submission Requirements
- Proposal Evaluation Criteria
- Grantee Monitoring and Reporting Requirements

Although the Pre-Proposal Workshop is optional, applicants are strongly encouraged to attend.

A Pre-Proposal Workshop has been scheduled for:

**Monday, January 27, 2020 10:00-11:00AM**
Hank Lopez Community Center
1692 Adrian Way, San José CA 95122

2. What are the proposal submission requirements?

All applicants must be registered on WebGrants. Please note that registration can take up to three (3) business days before the system is available for proposal submissions.

Proposals must be submitted in WebGrants by **Thursday, February 13, 2020**, no later than **4:00 p.m.** WebGrants can be accessed at [http://grants.sanjoseca.gov](http://grants.sanjoseca.gov). Before submission, applicants should carefully review their proposal to ensure that all of the responses to questions are complete and all attachments are included. Applicants are advised to plan accordingly so that proposals are submitted far enough in advance to ensure complete submission before 4:00 p.m. on the date listed above.

*Please note that hard copy, paper, faxed, or e-mailed proposals will NOT be accepted, and WebGrants will not allow proposals to be submitted after 4:00 p.m. on Thursday, February 13, 2020.*
3. What if I have questions about the application process?

Applicants may submit written questions to the application via email from January 13- January 29, 2019. Applicants must email questions to Martin Cruz at martin.cruz@sanjoseca.gov. Each question must reference the application title and section in the subject line of the email.

Written responses to emailed questions and changes regarding the application content will be posted in the ‘SSIG 2020’ Funding Opportunity Addendum section in WebGrants on or before the date below. Questions must be submitted by the final deadline stated in the table below to be included in the posted responses.

The City shall not be responsible for, nor bound by, any oral instructions or interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this application, or should there be a need to clarify, requests for clarification should be sent via e-mail to Martin Cruz at martin.cruz@sanjoseca.gov.

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<tr>
<th>Question Submission Period</th>
<th>Question and Response Posting on WebGrants</th>
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<tr>
<td>January 13- January 24, 2020</td>
<td>Wednesday, January 29, 2020</td>
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<tr>
<td>January 24- January 29, 2020</td>
<td>Friday, February 7, 2020</td>
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4. How much funding can an applicant receive?

SSIG will provide grant awards in amounts **up to $10,000 per service location**. Applicants may propose to serve **up to two service locations** for an award up to $20,000 per application. **Only one application per agency will be accepted.**

If proposing to serve two service locations, the agency must provide the same program to both locations. Service locations must serve separate and distinct groups of participants. A service location is where the majority of the activity will be taking place.

Award amount will be determined based on the number of proposed service locations, proposed services, the number of participants to be served, and the cost of previously funded services that are similar in nature. Please note that award amounts may not be awarded at the level requested, as the City aims to maintain cost-effective programming.

Grant awards can only be encumbered and paid upon execution of the grant agreement. To expedite contract negotiation and execution, the required documents listed in Part III, Section 3, ‘Final Awards and Grants,’ need to be uploaded to WebGrants by **Friday, April 10, 2020**. It will help expedite the agreement development and payment processes.

**The total funding amount available for the SSIG Program has yet to be determined.**

5. What is the selection process?

All proposals will be pre-screened by the City to determine that all submission requirements are met. A review panel will then score the proposals based on the Evaluation Matrix set in Part IV, Section 3. The City reserves the right to accept a proposal in full or in part, or to reject all proposals.

The City reserves the right to interview prospective agencies before making its selection. The City also reserves the right to rely on information from sources other than the information provided by the applicants. The City will consider past performance history to assess capacity, sustainability, and reliability when determining whether or not an applicant is qualified to deliver the proposed services following the City’s contractual obligations and constraints.

Proposals will **NOT** be accepted from applicants who:

- Are presently on a PRNS City Corrective Action Plan;
- Have failed to complete compliance activities of a PRNS City Corrective Action Plan dated June 2018 to present;
- Have received a notice of default/non-payment from the Department of PRNS dated June 2018 to present.
6. What is supplanting, and why we do not allow agencies to supplant SSIG funds with other funding?

Supplanting involves using the awarded grant funds to replace other funding that the agency has already appropriated or allocated to deliver the same proposed program or service. Applicants **MAY NOT** use SSIG funds to supplant any other funding. **If an agency is not awarded SSIG funding and would conduct the proposed program/activity with other funds instead, this is supplanting.** SSIG is intended to fund expansions of existing programs or new programs that would not otherwise be available to the Task Force Target Population.

7. What are the grounds for disqualification?

All applicants are expected to have read and understood “Procurement and Contract Process Integrity and Conflict of Interest,” Section 7 of the Consolidated Open Government and Ethics Provisions, adopted on August 26, 2014. A complete copy of Resolution 77135 can be found at [https://www.sanjoseca.gov/home/showdocument?id=19565](https://www.sanjoseca.gov/home/showdocument?id=19565).

Any applicant who violates these provisions will be subject to disqualification. Generally, the grounds for disqualification include:

- Contacting any City official or employee or evaluation team member other than Martin Cruz regarding this application packet, from the time of issuance of this solicitation until the end of the protest period.
- Evidence of collusion, directly or indirectly, among applicants about the amount, terms, or conditions of this proposal.
- Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.
- Evidence of submitting incorrect information in response to a solicitation or misrepresenting or failing to disclose material facts during the evaluation process.
- In addition to violations of the Process Integrity Guidelines, the following conduct may also result in disqualification:
  - Offering gifts or souvenirs, even of minimal value, to City officers or employees.
  - Existence of any lawsuit, unresolved contractual claim, or dispute between the applicant and the City.
  - Evidence of the applicant’s inability to complete the responsibilities and obligations of the proposal. Past performance history will be taken into consideration.
• Applicant’s default under any City agreement, resulting in termination of such Agreement.

8. What do I need to know about Conflict of Interest?

To avoid a conflict of interest or the perception of a conflict of interest, applicant(s) selected to provide services under this Funding Opportunity may not have any interest in any potential proposer for future City procurements that may result from the work performed under the agreement resulting from this Grant Application.

To determine whether such interest may exist, all applicants must complete the Conflict of Interest module in WebGrants.
9. Why will proposals and correspondence be subject to public disclosure?

All correspondence with the City, including responses to this Funding Opportunity, will become the exclusive property of the City and will become public records under the California Public Records Act (Cal. Government Code section 6250 et seq.). All documents that are sent to the City will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.

Any proposal which contains language purporting to render all or significant portions of their proposal “Confidential,” “Trade Secret,” or “Proprietary” or fails to provide the disclosure exemption information required as described below, will be considered a public record in its entirety.

Do not mark your entire proposal as “Confidential.”

The City will not disclose any part of any proposal before it announces a recommendation for award, on the ground that there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals received in response to this Funding Opportunity will be subject to public disclosure. If you believe that there are portion(s) of your proposal which are exempt from disclosure under the California Public Records Act, you must mark it as such and state the specific provision in the California Public Records Act, which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must mark the information as “Trade Secret” and refer to the appropriate section of the California Public Records Act, which provides the exemption as well as the factual basis for claiming the exemption.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San José may not be in a position to establish that the information that an applicant submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret” or “Proprietary,” the City will provide applicants who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

10. What are the objections and appeals process for this funding opportunity?

The City establishes fair and competitive contracting procedures with a commitment to follow those procedures. Any objections to the structure, content, or distribution of this Application must be submitted in writing before the proposal due date: Thursday, February 13, 2020. Objections must be submitted to Martin Cruz at Martin.cruz@sanjoseca.gov.
• The objections must contain a complete statement of the reasons, facts, and rationale for the objection.
• The objection must refer to the specific portions of all documents that form the basis of the objection.
• The objection must include the name, address, email address, and telephone number of the objector representing the objection party.

APPEALS PROCESS

Applicants will be advised in writing if their application is not eligible for funding, including the reason(s) that render the project ineligible. All applicants will be notified of the agency(ies) selected and the amount of funding being recommended for awarded projects. Applicants may appeal either of these decisions via e-mail using the SSIG Appeal Form detailing the relevant content from the submitted application that serves as the basis for the appeal to the contact person listed below, no later than one week following the SSIG Award Announcement. SSIG Appeal Forms will be available upon request following grant award announcements.

Appeals will not be considered for disputes of proposal requirements and specifications, which must be addressed in accordance with the objections process noted above. Failure to submit a completed SSIG Appeal Form to the contact person listed below will bar consideration of the Appeal. There is no appeals process for applications that are rejected in the submission phase.

Appeals are to be submitted via e-mail to Martin Cruz at Martin.cruz@sanjoseca.gov.
11. What are allowable budgeted direct and indirect costs?

The SSIG 2020 Grant Application will require applicants to provide a program budget. Indirect Costs are capped at 15% of the total program budget. Use the following guidelines in developing the Direct/Indirect Cost breakdown.

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 85% or more of the total budget</td>
<td>• Maximum 15% of the total budget</td>
</tr>
<tr>
<td>• <strong>Direct Personnel Costs</strong>: salary for each staff member to be paid by SSIG including Full-Time Equivalent (FTE) estimates</td>
<td>• <strong>Indirect Personnel Costs</strong>: Position titles and salaries of individuals providing organizational overhead/support services (typically Director level positions, Fund Developers, Accounting/Financial Support, etc.)</td>
</tr>
<tr>
<td>• <strong>Direct Operating/Non-Personnel Costs</strong>: Program supplies, field trip/transportation costs, contract services (e.g., payments made to individuals who provide professional, scientific, or technical services- generally special event costs), equipment rental fees, etc.</td>
<td>• <strong>Indirect Operating/Non-Personnel Costs</strong>: utilities, office rent, non-program specific insurance, and/or permits, etc.</td>
</tr>
</tbody>
</table>
### 12. What expenses are ineligible? And what expenses are eligible?

<table>
<thead>
<tr>
<th>Eligible Grant Expenses</th>
<th>Ineligible Grant Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible budget grant expenses may include, but not be limited to:</td>
<td>Applicant budgets shall not use funds for the following:</td>
</tr>
<tr>
<td>1. Field trips (e.g., visiting museums, city/county/state parks, theme parks, college tours, theater, professional ball games or other sporting events, miniature golf, camping, fishing). Allowable expenses associated with field trips include, but may not be limited to:</td>
<td>1. Computers, software, televisions, video games, MP3 players, or any other permanent digital equipment.</td>
</tr>
<tr>
<td>a) Admissions costs to these locations</td>
<td>2. Large, capital playground equipment such as permanent soccer goal posts or permanent basketball hoop structures</td>
</tr>
<tr>
<td>b) Transportation costs (bus, light rail, rental vans, train fares, hired a bus or van/driver, transportation insurance)</td>
<td>3. Fitness Equipment</td>
</tr>
<tr>
<td>2. Physical fitness activities (e.g., white water rafting, biking, camping, sports, etc.).</td>
<td>4. Curriculum development expenses in excess of $1,500</td>
</tr>
<tr>
<td>3. Art or music programs (e.g., painting, dancing, singing, etc.)</td>
<td>5. Cash and/or gift card incentives designed to keep youth in the SSIG Program</td>
</tr>
<tr>
<td>4. Literacy programs (e.g., books, workbooks for curriculum, etc.).</td>
<td>6. Parent training programs</td>
</tr>
<tr>
<td>5. Refreshments/food for all approved activities</td>
<td>7. Field trip mementos (e.g., items purchased in a museum gift shop)</td>
</tr>
<tr>
<td>6. Program supplies (e.g., classroom printed materials, art supplies, sheet music, equipment rental, office supplies for SSIG Program, small sports equipment such as baseballs or basketballs)</td>
<td>8. Individual or group tickets that are not part of a scheduled field trip</td>
</tr>
<tr>
<td>7. Contracted Services (e.g., disk jockey, bounce houses/air jumpers, sports instructors, security personnel)</td>
<td>9. Facility-use fees for association meetings</td>
</tr>
<tr>
<td>8. City/County/San José Police Department permit costs</td>
<td>10. IRS or government fees</td>
</tr>
<tr>
<td>9. Staff salaries or stipends</td>
<td>11. Neighborhood association insurance for regular meetings</td>
</tr>
<tr>
<td></td>
<td>12. Political campaigns</td>
</tr>
<tr>
<td></td>
<td>13. Any item or activity with a religious message or theme</td>
</tr>
<tr>
<td></td>
<td>14. Contributions to any charitable organization</td>
</tr>
</tbody>
</table>
PART III: AGREEMENT & GRANT AWARD

1. What are the terms of the grant agreement?

The term of the agreement will be effective June 1, 2020, through September 30, 2020. All services must be completed by August 31, 2020.

City staff will work with selected service providers to develop their grant agreements. Draft agreements will be sent to awarded agencies for review beginning on April 16, 2020. At that time, the City staff will inform the Applicant of the deadline for approving the draft agreement. The standard terms and conditions are detailed in the attached Sample Grant Agreement (Exemplar).

2. Is there a matching fund requirement?

No. The Safe Summer Initiative Grant Program does not require selected applicants to provide matching funds. Agencies are expected to provide funding for start-up expenses and the 30% retainer amount.

3. When will the funds be released if awarded?

The awarded applicants must comply with all the requirements outlined in this General Information and Requirements (GIR) document as well as those provided in the Exemplar agreement.

Grant funds will be disbursed in two installments: 70% of the grant award will be distributed upon contract execution; the remaining 30% retainer payment will be distributed upon the City’s acceptance of the required final report and successful administration of the SSIG 2020 Survey.

If awarded services in a selected Hot Spot (reference: Part I, Section 7), the Applicants will be required to provide services in their proposed Hot Spot(s). If a proposed location is not available, the Applicants are responsible for identifying an alternative Hot Spot location within the same police division. If the Applicants are unable to identify an alternative Hot Spot(s), the full award may be rescinded.

If the Applicant is awarded the total amount requested, the Applicant will not have the discretion to reduce the proposed services or Unduplicated Participant Count during the contract development process without adversely impacting their initial award amount. Any activity or participant reduction will result in a corresponding reduction in funding. The City will award the final contract amount based on mutually agreed upon Scope of Service(s).
All costs associated with responding to this request are to be borne by the applicant.

It is the City’s policy that the selected agency shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of contracted services.

The Applicants must agree that funds received from the City for public services shall be used in accordance with the following conditions:

A. If awarded funding, the Applicant will not discriminate against any employee or applicant for employment based on religion and shall not limit employment or give preference in employment to persons based on religion.

B. If awarded funding, the Applicant will not discriminate against any person applying for public services based on religion and shall not limit such services or give preference to persons based on religion.

C. If awarded funding, the Applicant will not provide religious instruction or counseling, conduct religious worship or services, engage in religious proselytizing, and other religious influence in the provision of public services.

Awarded applicants must post the following to WebGrants NO LATER THAN FRIDAY, April 10, 2020, or the grant award may be revoked:

A. Current San José business tax certificate
B. Proof of insurance in accordance with the language of grant exemplar
C. Proof of 501(c)(3) status (if applicable)
D. W-9 form (if a first-time City of San José grantee)

Awarded applicants proposing to provide services in the City of San José facilities will enter into written agreements (e.g., rental agreements) for the use of City facilities before the commencement of SSIG services.

4. What will be required of our agency if awarded?

All awarded Applicants are required to attend a Contract Workshop before services beginning June 1, 2020. The date and time of the workshop will be sent out to all awarded Applicants following the grant award announcements.

[Note: The Contract Workshop is different from the Pre-Proposal Workshop noted earlier]

All awarded Applicants are required to submit a program schedule/calendar for activities.
All awarded Applicants are required to complete a Target Population assessment or intake form during enrollment of each participant, which describes risk factors that align with Task Force Risk Profiles.

All awarded Applicants are subject to a monitoring site visit. Site visits may include, but are not limited to, observation of youth program activities, review of youth participant enrollment records, Target Population assessment or intake forms, sign-in sheets, and financial supporting documents.


5. What are the performance reporting requirements for this Funding Opportunity?

Awarded applicants will be responsible for complying with any monitoring and reporting requirements made by the CITY. Reporting requests may include, but may not be limited to, the participant's first and last name, Target Population profile, date of birth, age, grade in school, gender, ethnicity, and zip code of residence. The award decision for Applicant funding may be contingent upon the applicant’s ability to comply with these requests.

Applicants are required to provide an assessment of each youth participant during enrollment to identify the participant’s Target Population.

The following performance measures are required for the Safe Summer Initiative Grant (SSIG) delivery of services:

**Short-Term Goals**

Awarded applicants will be required to report on the following short-term goals to measure the effectiveness of their services. Applicants will use a survey provided by the City to measure the following goals:

1. 80% of participants will report feeling safe during their involvement in SSIG-funded activities.
2. 80% of participants will report being satisfied with the SSIG-funded services.
3. 80% of participants will report having learned more about services that may benefit themselves or their peers.
4. 90% of participants will report a connection to one or more caring adult.
Final Report - Program Narrative

Awarded applicants will be required to submit one final report by September 30, 2020. The report will include the following items:

- Success stories and participant quotes to demonstrate program success and impact (2-3 paragraphs)
- Provide at least three quality pictures taken during SSIG-funded activities
- Location of activity(ies)
- Percentage breakdown of Target Population(s) served
- Percentage breakdown of services in the Hot Spot area(s)
- Total number of unduplicated participants served
- Total number of activities provided
- The average number of participants per activity
- Amount of time per activity

Awarded applicants may be required to provide documentation on SSIG-funded activities that verify the numbers submitted in the Final Report.

Financial Report – Expenditure of Funds

Awarded applicants will report the expense amounts for programming costs and will ensure that all grant funds were spent in accordance with contract requirements.
PART IV: SSIG Narrative Questions and Evaluation Matrix

1. Basic information

Please provide the following information about your agency and proposed services:

- Eligible Program Area(s) your proposed services will fall under (see Part I, Section 4)
- Select the Police Division(s) your services will take place in (see Part I, Section 7)
- Hot Spot(s) your services will take place in - if any
- Number of proposed service locations
- Address(es) where proposed services will be taking place
- Projected number of unduplicated participants
- Projected Target Population(s) to be served
- Projected age range of participants

2. Narrative Questions (100 Points)

Please respond to each question in detail. Complete responses to each narrative question are typically two (2) to five (5) paragraphs in length. Responses are capped at 2,500 characters. Please note that there is no direct correlation between WebGrants character counts and word processing program character counts, so please plan accordingly. It is strongly recommended that applicants first draft responses in a word processing application, then copy, paste, and enter these responses into WebGrants. While spelling and grammar are not scored directly, responses should be readable and adequately address all parts of the following questions:

Agency Mission (20 points)

1. What is your agency’s mission?
2. Please explain how your proposed program will further the mission of your agency.

Outreach & Engagement (20 points)

3. How does your agency plan to outreach to the proposed Target Population and keep them engaged throughout your summer program?
4. How will you assess the risk factors for each participant?
Agency Experience (20 points)

5. What is your agency’s experience providing the proposed services? Please include the number of years your agency has been providing the proposed services to Target Population.
6. Describe your staffing model for the proposed program. How will you ensure that staff and/or volunteers will be in place by the service start date?

Outcome & Evaluation (20 points)

7. What are the participant outcomes of your proposed program? Please describe how you will evaluate the effectiveness of your proposed program.
8. If your agency previously implemented the proposed program, please describe the program’s success in meeting its outcomes. If your agency is proposing a new program, please describe how you will ensure the program will be implemented and delivered effectively.

Proposed Services (10 points)

9. What service(s) is your agency proposing to provide? In your response, be sure to include if the proposed service(s) are new or an expansion of an existing program.

Please note that 9a-9g will be completed in the Proposed Services Table in WebGrants.

a. Activity name
b. Description of activity
c. Location of each activity
d. The number of participants to be served for each activity
e. The average number of participants per session
f. The number of sessions
g. The length of each session

Example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Activity Description</th>
<th>Service Location</th>
<th>Number of Unduplicated Participants</th>
<th>Average Participants per session</th>
<th>Number of Sessions</th>
<th>Hours per Session</th>
<th>Total Units of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooking Camp Class</td>
<td>Participants will gain exposure to different foods, cooking tools, and equipment needed for culinary cooking</td>
<td>Yerba Buena High School</td>
<td>20</td>
<td>20</td>
<td>15</td>
<td>1.5</td>
<td>450</td>
</tr>
</tbody>
</table>

Units of Service Calculation (UOS): Average Participants per Session x Number of Sessions x Hour(s) per Session = UOS
Proposed Budget (10 points)

10. Budgets will be judged based on the following criteria:
   a. Direct/indirect costs at allowable ratio (no more than 15% indirect cost)
   b. Relationship of resource inputs (proposed SSIG and matching budget, if any) to projected service outputs (e.g., number of service locations, number of participants projected to be served, transportation and admission expenses for field trips, personnel, and supplies expenses for classroom-based enrichment services, etc.).

3. Evaluation of Categories

The following evaluation categories will be used to rank all responses to the Program Narrative questions:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Category Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Application by the deadline and</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Meets Eligibility Criteria</td>
<td></td>
</tr>
<tr>
<td>Agency Mission/Vision</td>
<td>20 Points</td>
</tr>
<tr>
<td>Outreach &amp; Engagement</td>
<td>20 Points</td>
</tr>
<tr>
<td>Agency Experience</td>
<td>20 Points</td>
</tr>
<tr>
<td>Outcome &amp; Evaluation</td>
<td>20 Points</td>
</tr>
<tr>
<td>Proposed Services</td>
<td>10 Points</td>
</tr>
<tr>
<td>Proposed Budget</td>
<td>10 Points</td>
</tr>
<tr>
<td><strong>Maximum Points</strong></td>
<td><strong>100 Points</strong></td>
</tr>
</tbody>
</table>

**Bonus Points (up to 5 points)**

| Services located in a Hot Spot area            | 5 Points        |

*Bonus points will be awarded to agencies providing at least 50% of services at service location located in a [Hot Spot Area](#).