



# Safe Summer Initiative Grant (SSIG) 2021

Applications due via WebGrants

Tuesday, February 16, 2021 by 4:00PM

## TIMELINE

ACTIVITY	DESCRIPTION	DATE
<b>Release of Grant Funding</b>	Grant applications will be available on WebGrants <a href="http://grants.sanjoseca.gov/index.do">http://grants.sanjoseca.gov/index.do</a>	Monday, January 11, 2021
<b>Pre-proposal Workshop</b>	Pre-Proposal Workshop  <a href="#">Zoom Link</a>	Monday, January 25, 2021 10:00-11:00AM
<b>Q&amp;A Submission Deadline</b>	Deadline for submitting all questions via email to <b>Martin Cruz</b> <a href="mailto:Martin.cruz@sanjoseca.gov">Martin.cruz@sanjoseca.gov</a>	Wednesday, January 27, 2021 by 4:00PM
<b>Final Q&amp;A Responses Posted</b>	All questions and responses will be posted via WebGrants	Friday, February 5, 2021
<b>Proposals Due</b>	Completed proposals are to be submitted online via WebGrants  <b>LATE, E-MAILED, FAXED OR INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED</b>	Tuesday, February 16, 2021 by 4:00PM
<b>Grant Award Announcements</b>	Announcements of awarded Grantees. Applicants will be notified via e-mail	Friday, April 2, 2021
<b>Deadline to Appeal Funding Decision</b>	All appeals must be submitted via e-mail, using the SSIG Appeal Form, to <b>Martin Cruz</b> <a href="mailto:Martin.cruz@sanjoseca.gov">Martin.cruz@sanjoseca.gov</a>	Friday, April 9, 2021
<b>Contract Development</b>	Begin contract development	April 2021
<b>Required Documentation Due</b>	Certificate of Insurance, Agency Signature Authority Resolution, W-9, Business Tax Submission, and Facility Use Agreements (as applicable)	Monday, April 19, 2021 by 4:00PM
<b>Grant Service Period Begins</b>	Start of SSIG-funded services	Tuesday, June 1, 2021
<b>Grant Service Period Ends</b>	Completion of all SSIG-funded services	Tuesday, August 31, 2021

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*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](mailto:Martin.cruz@sanjoseca.gov)*

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# 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 described throughout the document. Applicants who do not meet all entry criteria will not be considered, and evaluation of the application will **NOT** be made.

<b>Eligible Applicants</b>	
<b>Who qualifies?</b>	<b>Who does not qualify?</b>
<ol style="list-style-type: none"> <li>1. A government agency</li> <li>2. A private nonprofit agency with current 501 (c)(3) status</li> <li>3. A faith-based entity</li> </ol> <p><b>Note 1:</b> Applicants are not allowed to use a fiscal agent to apply on their behalf. All applicants must be one of the three types of entities listed above to be eligible for SSIG funding.</p> <p><b>Note 2:</b> 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.</p>	<ol style="list-style-type: none"> <li>1. Agencies that are presently on a Parks, Recreation and Neighborhood Services (PRNS) Corrective Action Plan; or</li> <li>2. Agencies that have failed to complete compliance activities of a PRNS Corrective Action Plan dated June 2019 to the present; or</li> <li>3. Agencies that have received a notice of default/non-payment from the Department of PRNS dated June 2019 to the present.</li> </ol> <p><b>Note 3:</b> Applicants should contact Martin Cruz, <a href="mailto:Martin.cruz@sanjoseca.gov">Martin.cruz@sanjoseca.gov</a> if they are uncertain of their organization's status. Status is not subject to appeal.</p>



## 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 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 Mayor’s Gang Prevention Task Force (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 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 **new and/or enhanced** summer program 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?

<b>Educational</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Programs that address the student achievement gap as a result of remote distance learning</li> </ul>	<ul style="list-style-type: none"> <li>• Summer educational programs may be remedial or enrichment or use a combination of these two approaches.</li> <li>• Effective programs teach these skills in the context of hands-on learning experiences and/or engaging cultural enrichment activities that often incorporate the arts.</li> </ul>
<b>Youth Development</b>	<ul style="list-style-type: none"> <li>• Programs focus on fostering the skills necessary for personal, social, and career-related success.</li> <li>• These skills include character development, interpersonal skills, life skills, health-related behaviors, conflict resolution skills, communication skills, leadership skills, and management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Programs and/or activities that will address the gap of social, emotional and educational skills due to remote distance learning and/or COVID-19</li> </ul>
<b>Recreation, Health, and Fitness</b>	<ul style="list-style-type: none"> <li>• Program activities such as field trips to entertainment centers, rock climbing, camping, hiking, sporting activities, and tournaments, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Health education activities target behaviors such as developing healthy exercise routines and nutrition habits, as well as other health-lifestyle habits.</li> <li>• Programming that supports the additional nutritional and recreational needs as a result of COVID-19.</li> </ul>
<b>Multi-Element</b>	<ul style="list-style-type: none"> <li>• Programs combine some or all of the programs mentioned in the above areas.</li> </ul>	

## 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:

- Provides a safe and nurturing environment that supports the developmental, social-emotional and physical needs of all participants.

- Program design and activities reflect active, meaningful and engaging learning methods that promote collaboration and expand student horizons.
- The program creates an environment in which participants experience values that embrace diversity and equity regardless of race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation and/or gender identity and expression.
- The program recruits and retains high quality staff and volunteers who are focused on creating a positive learning environment, and provides ongoing professional development based on assessed staff needs.
- The program has a clearly defined vision, mission, goals, and measurable outcomes that reflect broad stakeholder input and drive program design, implementation and improvement.
- The program intentionally builds and supports collaborative relationships among internal and external stakeholders including families, schools and community, to achieve program goals.
- The program uses data from multiple sources to assess its strengths and weaknesses in order to continuously improve program design, outcomes and impact.
- The program has sound fiscal and administrative practice supported by well-defined and documented policies and procedures that meet grant requirements.
- The program makes learning fun and hands-on.
- The program Intervenes more intensively with higher-risk students.

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/>

Many out-of-school programs utilize [California Quality Standards for Expanded Learning](#)

For more information on COVID-19 safety protocols, please reference the [Santa Clara County Health Department](#) website for resources, planning guidelines and updated information.

## **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 (see page 10)
- 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.

- View gang involvement as an alternative source for power, money, and prestige.
- Wears gang-style clothing and/or gang colors/symbols.
- Promotes the use of gang cultural expressions and terminology.
- Identifies with a gang-related affiliation and/or turf, but has not officially joined a gang. Is ready to join a gang.
- Does not seek employment and regards the “underground economy” as a viable option.
- May have gang-related tattoos.
- Has drawing of gang insignia or symbols on notebook/book covers, other personal items.

**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, more points will be placed on “Hot Spot” areas. The 2021 Hot Spot areas were identified in 2020 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](#).

<i>Police Divisions</i>	<i>Hot Spot Locations</i>	
<b>Central</b>	<ul style="list-style-type: none"> <li>Roosevelt Park Area- McKee Road/Story Road/E. Santa Clara/Coyote Creek</li> <li>Julian Street</li> </ul>	<ul style="list-style-type: none"> <li>Jeanne Ave. Area- Jeanne Ave./22<sup>nd</sup> St./Williams St./McLaughlin Ave.</li> <li>10<sup>th</sup> and Williams St.- E. William St./Margaret St./7<sup>th</sup> St.</li> </ul>
<b>Western</b>	<ul style="list-style-type: none"> <li>Washington/Alma - Grant St./Duane St./2<sup>nd</sup> St./Goodyear St./Palm St.</li> <li>Emerging: Fruitdale Ave &amp; Marlboro Ave.</li> <li>Buena Vista/San Carlos</li> </ul>	<ul style="list-style-type: none"> <li>Santee/Phelan- Story Rd./Crucero Dr./Bacchus Dr./McLaughlin Ave.</li> <li>Cadillac/Winchester- Payne Ave./Winchester blvd./Hamilton Ave./Eden Ave.</li> <li>Emerging: Owsley Area</li> </ul>
<b>Foothill</b>	<ul style="list-style-type: none"> <li>Valley Palms and San Jose Apt. Area- Lanai Rd./Tully Rd./Cunningham/Midfield Ave.</li> <li>Mayfair Area- McCreery/E. San Antonio St./HWY 280/N. Jackson Ave.</li> <li>Foxdale Area</li> <li>Emerging Hot Spot: Plata Arroyo</li> </ul>	<ul style="list-style-type: none"> <li>Kollmar Area- Story Rd./Capital Ave./McGinness Ave./Murtha Dr./Capital Ave.</li> <li>Overfelt Area- Tully Rd./Ocala Ave./King Rd./Hillview Airport</li> <li>Poco Way- Sunset Ave./Story Rd./King Rd./HWY 280/N. Jackson Ave.</li> <li>Emerging Hot Spot: Capitol Park- Bambi Ln./Capitol Expressway/Story Rd./S. Jackson Ave.</li> </ul>
<b>Southern</b>	<ul style="list-style-type: none"> <li>Round Table/Great Oaks Area- War Admiral Ave./Great Oaks Dr./Monterey Hwy/Edenview Dr.</li> <li>Hoffman/Via Monte- Blossom Hill Rd./Gallup Dr./Almaden Expressway/Croydon Ave.</li> </ul>	<ul style="list-style-type: none"> <li>Seven Trees- Senter Rd./Cas Dr./E. Capital</li> <li>Coy Park/Trade Winds</li> </ul>

## 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
- Required Documentation, Due Diligence and Insurance Requirements
- 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 25, 2021 10:00-11:00AM**

[Zoom Link](#)

### *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 **Tuesday, February 16, 2021**, no later than **4:00 p.m.** WebGrants can be accessed at <https://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 Tuesday, February 16, 2021.***



### 3. What if I have questions about the application process?

Applicants may submit written questions to the application via email from January 11- January 27, 2021. Applicants must email questions to **Martin Cruz** at [martin.cruz@sanjoseca.gov](mailto: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 2021' 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 General Information and Requirements (GIR) document, 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](mailto:martin.cruz@sanjoseca.gov).

Question Submission Period	Question and Response Posting on WebGrants
January 11- January 19, 2021	Friday, January 22, 2021
January 20- January 27, 2021	Friday, February 5, 2021



#### *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 (1 or 2), 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.

The City's financial systems only permit grant awards to 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 **Monday, April 19, 2021**. This will help expedite the agreement development and payment processes.

#### *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 2019 to present;
- Have received a notice of default/non-payment from the Department of PRNS dated June 2019 to present.

## *6. What is supplanting? Why does the City of San José not allow it?*

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 has already planned and allocated funds for the proposed summer program and then replaces funds with SSIG funding, this will be considered supplanting.** SSIG is intended to fund new programs that would not otherwise be available to the Task Force Target Population or fund the expansion of existing programs to increase the number of the Task Force Target Population participants.

## *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>.

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 for this SSIG grant cycle, 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 Conflicts of Interest?*

To avoid a conflict of interest or the perception of a conflict of interest, applicants 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: **Tuesday, February 16, 2021**. Objections must be submitted to **Martin Cruz** at [Martin.cruz@sanjoseca.gov](mailto: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. Complete 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](mailto:Martin.cruz@sanjoseca.gov).



## 11. What are allowable budgeted direct and indirect costs?

The SSIG 2021 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.

Direct Costs	Indirect Costs
<ul style="list-style-type: none"><li>• <b>85%</b> or more of the total budget</li><li>• <b>Direct Personnel Costs:</b> salary for each staff member to be paid by SSIG including Full-Time Equivalent (FTE) estimates</li><li>• <b>Direct Operating/Non-Personnel Costs:</b> 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.</li></ul>	<ul style="list-style-type: none"><li>• Maximum <b>15%</b> of the total budget</li><li>• <b>Indirect Personnel Costs:</b> Position titles and salaries of individuals providing organizational overhead/support services (typically Director level positions, Fund Developers, Accounting/Financial Support, etc.)</li><li>• <b>Indirect Operating/Non-Personnel Costs:</b> utilities, office rent, non-program specific insurance, and/or permits, etc.</li></ul>



## 12. What expenses are ineligible? And what expenses are eligible?

Eligible Grant Expenses	Ineligible Grant Expenses
<p>Eligible budget grant expenses may include, but not be limited to:</p> <ol style="list-style-type: none"> <li>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, etc.). Allowable expenses associated with field trips include, but may not be limited to:               <ol style="list-style-type: none"> <li>a) Admissions costs to these locations</li> <li>b) Transportation costs (e.g., bus, light rail, rental vans, train fares, hired a bus or van/driver, transportation insurance, etc.)</li> </ol> </li> <li>2. Physical fitness activities (e.g., white water rafting, biking, camping, sports, etc.).</li> <li>3. Art or music programs (e.g., painting, dancing, singing, etc.)</li> <li>4. Literacy programs (e.g., books, workbooks for curriculum, etc.).</li> <li>5. Refreshments/food for all approved activities</li> <li>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, etc.)</li> <li>7. Contracted Services (e.g., disk jockey, bounce houses/air jumpers, sports instructors, security personnel, etc.)</li> <li>8. City/County/San José Police Department permit costs</li> <li>9. Staff salaries or stipends</li> </ol>	<p>Applicant budgets shall not use funds for the following:</p> <ol style="list-style-type: none"> <li>1. Computers, software, televisions, video games, MP3 players, or any other permanent digital equipment.</li> <li>2. Large, capital playground equipment such as permanent soccer goal posts or permanent basketball hoop structures</li> <li>3. Fitness Equipment</li> <li>4. Curriculum development expenses in excess of \$1,500</li> <li>5. Cash and/or gift card incentives designed to keep youth in the SSIG Program</li> <li>6. Parent training programs</li> <li>7. Field trip mementos (e.g., items purchased in a museum gift shop, etc.)</li> <li>8. Individual or group tickets that are not part of a scheduled field trip</li> <li>9. Facility-use fees for association meetings</li> <li>10. IRS or government fees</li> <li>11. Neighborhood association insurance for regular meetings</li> <li>12. Political campaigns</li> <li>13. Any item or activity with a religious message or theme</li> <li>14. Contributions to any charitable organization</li> </ol>

## PART III: AGREEMENT & GRANT AWARD

### *1. What are the terms of the grant agreement?*

The term of the agreement will be effective June 1, 2021, through September 30, 2021. All services must be completed by August 31, 2021.

City staff will work with selected service providers to develop their grant agreements. Draft agreements will be sent to awarded agencies for review beginning in April 2021. 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.

### *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 4-6 weeks 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 2021 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.

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

**Awarded applicants must post the following to WebGrants NO LATER THAN MONDAY, April 19, 2021, 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)

The City of San José is required to check each agency's entity status prior to entering into a contract.

**Awarded applicants must be in "Good Standing" with the following government agencies NO LATER THAN MONDAY, April 19, 2021, or the grant award may be revoked:**

Government Agencies:

1. **California Secretary of State:** <https://businesssearch.sos.ca.gov/>
2. **City of San Jose Business Tax Certificate:** <https://www.sanjoseca.gov/your-government/departments/finance/business-tax-registration/business-tax-lookup>
3. **Internal Revenue Service:** <https://apps.irs.gov/app/eos/>
4. **Office of Attorney General:** <https://www.oag.ca.gov/charities/maintenance?facility=Y#verification>

5. **State of California Franchise Tax Board:**  
<https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status>
6. **Santa Clara County Fictitious Name Statement:**  
If the agency operates under a different name, there must be a Fictitious Name Statement filed in the county in which the agency is located. The Santa Clara County Fictitious Name Statement can be found at: <https://sccroselfservice.org/web/search/DOCSEARCH400S6>

Awarded applicants proposing to provide services in 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.

All awarded Applicants are required to attend an SSIG Kick-off Workshop before services beginning June 1, 2021. 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.

All awarded Applicants must submit a Final Report of their summer programs in WebGrants no later than September 30, 2021.

## ***5. What are the 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 conduct 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, 2021. 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 must have documentation available to verify the numbers submitted in the Final Report. Applicants must be able to provide said documentation upon request by the City.

### **SSIG 2021 Background Check Letter**

Awarded applicants providing services involving minors shall conduct a criminal background check through the database of the California Department of Justice (DOJ) **AND** an FBI criminal database on each of its employees and volunteers who have supervisory or disciplinary authority over minors.

The Background Check Letter is a confirmation that the following employees completed a background screening verification for employment with the grantee.

Awarded applications will be required to submit a SSIG 2021 Background Check Letter by June 1, 2021.

### **SSIG 2021 Monitoring Checklist Form**

Site visits will take place in-person and/or virtually. Please note that we may request documentation such as receipts, sign-in sheets, flyers, etc., for verification.

Awarded applications will be required to submit a SSIG 2021 Monitoring Checklist Form by September 30, 2021.

### **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:

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

**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:
- Direct/indirect costs at allowable ratio (no more than 15% indirect cost)
  - 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:

Categories	Category Points
Complete Application by the deadline and Meets Eligibility Criteria	Pass/Fail
Agency Mission/Vision	20 Points
Outreach & Engagement	20 Points
Agency Experience	20 Points
Outcome & Evaluation	20 Points
Proposed Services	10 Points
Proposed Budget	10 Points
<b>Maximum Points</b>	<b>100 Points</b>
Bonus Points (up to 5 points)	Category 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](#).