SAN JOSE
PARKS, RECREATION &
NEIGHBORHOOD SERVICES

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

Building Community Through **Fun**

Safe Summer Initiative Grant (SSIG) 2024

Applications due via WebGrants

Friday, January 17, 2024 by 4:00PM

TIMELINE

ACTIVITY	DESCRIPTION	DATE
Release of Grant Funding	Grant applications will be available on WebGrants http://grants.sanjoseca.gov/index.do	Wednesday, December 6, 2023
Pre-proposal Workshop	Pre-Proposal Workshop **Zoom Meeting** Password: **280311**	Thursday, December 14, 2023 10:00-11:00AM
Q&A Submission Deadline	Deadline for submitting all questions via email to **Dennis Bolger** Dennis.bolger@sanjoseca.gov	Thursday, January 4, 2024 by 4:00PM
Final Q&A Responses Posted	All questions and responses will be posted via WebGrants	Tuesday, January 9, 2024
Proposals Due	Completed proposals are to be submitted online via WebGrants **LATE, E-MAILED, FAXED OR INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED**	Wednesday, January 17, 2024 by 4:00PM
Grant Award Announcements	Announcements of awarded Grantees. Applicants will be notified via e-mail	Monday, March 25, 2024
Deadline to Appeal Funding Decision	All appeals must be submitted via e-mail, using the SSIG Appeal Form, to **Dennis Bolger** Dennis.bolger@sanjoseca.gov	Monday, April 1, 2024 by 4:00 pm
Contract Development	Begin contract development	April 2024
Required Documentation Due	Certificate of Insurance, Agency Signature Authority Resolution, W-9, Business Tax Submission, and Facility Use Agreements (as applicable)	Friday, April 12, 2024 by 4:00PM
Grant Service Period Begins	Start of SSIG-funded services	Saturday, June 1, 2024
Grant Service Period Ends	Completion of all SSIG-funded services	Saturday, August 31, 2024

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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.

Eligible Applicants	
Who qualifies?	**Who does not qualify?**
1. A government agency 2. A private nonprofit agency with current 501 (c)(3) status 3. A faith-based entity **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.	1. Agencies that are presently on a Parks, Recreation and Neighborhood Services (PRNS) Corrective Action Plan; or 2. Agencies that have failed to complete compliance activities of a PRNS Corrective Action Plan dated June 2022 to the present; or 3. Agencies that have received a notice of default/non-payment from the Department of PRNS dated June 2022 to the present. **Note 3:** Applicants should contact Dennis Bolger, Dennis.bolger@sanjoseca.gov 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 San José Youth Empowerment Alliance?

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 Strategic Plan in 2019. 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 San José Youth Empowerment Alliance (Alliance), formerly known as the Mayor's Gang Prevention Task Force, is a nationally recognized model for addressing issues of youth and gang violence. The Alliance provides support to gang-involved youth and their families and is the City's youth violence reduction strategythrough a collective impact model comprised of representatives from the City and the County of Santa Clara, law enforcement agencies, school districts, local service agencies, and community groups.

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

The San José Youth Empowerment Alliance is guided by a new Strategic Plan 2023-2025, its mission and by the following guiding **FIVE PRINCIPLES**:
1. We value our youth.
2. We cannot arrest our way out of this problem.
3. We will address this community challenge with a community response.
4. We will hold our youth accountable for their actions and assist them to get back on the right path.
5. We will not give up on any youth and are committed to facilitating personal transformation.

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 Alliance's 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, previously funded SSIG programs, and/or enhanced** 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 healthy, fun and safe recreational activities to keep San José youth engaged and off the streets during the out-of-school summer months.

Services must be provided in a **culturally responsible** manner to the entire target population, demonstrating fair and equitable practices for participants of diverse identities including gender, age, religion, race, ethnicity, sexual orientation, gender identity, and disability. All programs and curricula must be **culturally relevant** to also be inclusive of the above in addition to being linguistically diverse, trauma-informed, and immigrant welcoming. Services may also incorporate **youth-led** services and/or activities and provide a safe space and empower young people and engage themin collective activities and experiences that spark their interest and enhance their ability to be catalysts for positive change within their communities.

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. • Programs that address the gap as a result of remote distance learning	• 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. • Programs and/or activities that will address the gap of social, emotional and educational skills due to remote distance learning and/or COVID-19 • Programs that include cultural awareness and/or ethnic studies
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. • Programming that supports the additional nutritional and recreational needs as a result of COVID-19.
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 recommend 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.

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

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 Alliance 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: Although the grant serves any youth that live in San José, the intention of the SSIG Program is to provide services to Target Population in Priority Neighborhoods and Equity Priority Communities . It is highly encouraged that programs and services occur in those neighborhoods. See map here for those locations and boundaries. *Bonus points will be awarded to proposals who serve in these locations.
Note 3: All grantees will be asked to report the number of youth to be served, which fall into each of the Alliance's target population risk factor assessment areas. These Target Population risk factor assessments are meant to guide the determination of participant risk level.

Target Population Risk Factor Assessment		
At-Risk: This category may be distinguished from other at-risk youth in that they are residing in a low socio-economic area, have experienced the most youth crime, or 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. • Views 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.	• 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.

	• 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.	• 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.	• Views 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 (s) 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 Priority Neighborhoods and Police Divisions, and Where are they located?

Priority Neighborhoods (formerly known as Hot Spot Areas) are areas in San José that have experienced the most youth crime, including gang-related activity and crimes. These areas are updated every other year through a collaborative exercise engaging input from San Jose Youth Empowerment Alliance Technical Team organizations, data from the San José Police Department, and input from the Santa Clara County Office of Probation. The assessment for Priority Neighborhoods used qualitative data obtained through input sessions with the Alliance's Technical Team members, including City of San José's Youth Intervention Services staff, BEST funded Street Outreach Intervention agencies, and the San José Police Department. In addition, staff created a heat map utilizing San José Police Department youth crime and gang incident data and added two data overlays including the following: 1) *Equity Priority Communities,* which are census tracts that have a high concentration of underserved populations, such as households with low incomes and people of color; and 2) *The Health Places Index* which is a tool that explores community characteristics like access to healthcare, housing, and education.

All areas of San José are eligible for funding; however, special emphasis will be placed on "Priority Neighborhoods". Bonus Points will be given to proposals that provide services in Priority Neighborhoods. The Priority Neighborhoods were identified in 2023 and approved by the Alliance's Policy Team. Applicants can find the Priority Neighborhood Maps by clicking here. Applicants can find the Police Division Maps by clicking here.

Police Divisions	Priority Neighborhood Locations	
Central	• Roosevelt Park • Julian Street	• Jeanne Avenue • Five Wounds/Olinder
Western	• Washington • Meadows • Jeanne Avenue	
Foothill	• Mayfair • Capital Park • Valley Palm & San José Apartments	• Overfelt Area • Poco Way • Plata Arroyo
Southern	• Round Table/Great Oaks • Sylvandale	• Seven Trees • Coy Park/Trade Winds

8. What are Equity Priority Communities?

Equity Priority Communities, as defined by the Metropolitan Transportation Commission, are census tracts that have a significant concentration of underserved populations, such as households with low incomes and people of color. A combination of additional factors helps define these areas.

Bonus Points will be given to proposals that provide services in areas that are defined as 'Equity Priority Communities.' Learn more about the demographic factors used to define Equity Priority Communities.

Click on the following map to see where Equity Priority Communities are located. Equity Priority Communities Map.

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:

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Thursday, December 14, 2022, 10:00-11:00AM
Zoom Meeting
Password: 280311
Webinar ID: 948 6511 3968

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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 **Wednesday, January 17, 2024**, 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. The City is not responsible for late proposal submissions due to any computer malfunctions, internet connectivity, speed issues, or any other technical issues.

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 Wednesday, January 17, 2024.

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

Applicants may submit written questions to the application via email from Wednesday, December 6, 2023- Thursday, January 4, 2024. Applicants must email questions to **Dennis Bolger** at dennis.bolger@sanjoseca.gov. *Each question must reference the application title and section in the subject line of the email*. **The deadline to submit questions is Thursday, January 4, 2024 by 4:00 pm.**

Written responses to emailed questions and changes regarding the application content will be posted in the 'SSIG 2024' 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 **Dennis Bolger** at dennis.bolger@sanjoseca.gov.

Question Submission Period	Response Posting on WebGrants
Wednesday,December 6, 2023- Friday, December 15, 2023	**Responses will be posted on WebGrants periodically between Thursday, December 21, 2024 and Tuesday, January 9, 2024.**
Saturday, December 16, 2024-Thursday, January, 4, 2024	

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 **Monday, April 15, 2024.** It 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 2022 to present;
- Have received a notice of default/non-payment from the Department of PRNS dated June 2022 to present.

6. What is Supplanting? Why does the City of San Jose 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. For example, i**f 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 new programs or the expansion of existing programs that would not otherwise be available to the Alliance's 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.

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 **Dennis Bolger** 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 Conflicts 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: **Wednesday, January 17, 2024**. Objections must be submitted to **Dennis Bolger** at Dennis.bolger@sanjoseca.gov.

- Objections must contain a complete statement of the reasons, facts, and rationale for the objection.
- Objection must refer to the specific portions of all documents that form the basis of the objection.
- 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 (7 calendar days) 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 **Dennis Bolger** at Dennis.bolger@sanjoseca.gov.

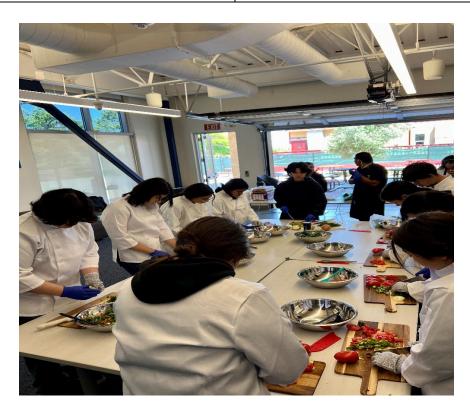## 11. What are allowable budgeted direct and indirect costs?

The SSIG 2024 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
• **85%** or more of the total budget • **Direct Personnel Costs**: salary for each staff member to be paid by SSIG including Full-Time Equivalent (FTE) estimates • **Direct Operating/Non-Personnel Costs**: 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.	• Maximum **15%** of the total budget • **Indirect Personnel Costs**: Position titles and salaries of individuals providing organizational overhead/support services (typically Director level positions, Fund Developers, Accounting/Financial Support, etc.) • **Indirect Operating/Non-Personnel Costs**: utilities, office rent, non-program specific insurance, and/or permits, etc.

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

Eligible Grant Expenses	Ineligible Grant Expenses

Eligible grant expenses may include, but not be limited to:
 	
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:
   a) Admissions costs to these locations
   b) Transportation costs (bus, light rail, rental vans, train fares, hired bus or van/driver, transportation insurance)
2. Physical fitness activities (e.g., white water rafting, biking, camping, sports, etc.).
3. Art or music programs (e.g., painting, dancing, singing, etc.)
4. Literacy programs (e.g., books, workbooks for curriculum, etc.).
5. Refreshments/food for all approved activities
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)
7. Contracted Services (e.g., disk jockey, bounce houses/air jumpers, sports instructors, security personnel)
8. City/County/San José Police Department permit costs
9. Staff salaries or stipends
	Applicant budgets shall not use funds for the following:
	
	1. Computers, software, televisions, video games, MP3 players, or any other permanent digital equipment.
	2. Large, capital playground equipment such as permanent soccer goal posts or permanent basketball hoop structures
	3. Fitness Equipment
	4. Curriculum development expenses in excess of $1,500
	5. Cash and/or gift card incentives designed to keep youth in the SSIG Program
	6. Parent training programs
	7. Field trip mementos (e.g., items purchased in a museum gift shop)
	8. Individual or group tickets that are not part of a scheduled field trip
	9. Facility-use fees for association meetings
	10. IRS or government fees
	11. Neighborhood association insurance for regular meetings
	12. Political campaigns
	13. Any item or activity with a religious message or theme
	14. Contributions to any charitable organization

PART III: AGREEMENT & GRANT AWARD

1. What are the terms of the grant agreement?

The term of the agreement will be effective June 1, 2024, through September 30, 2024. All services must be completed by August 31, 2024.

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 2024. At that time, the City staff will inform the Applicants of the deadline for approving the draft agreement. The standard terms and conditions are detailed in Sample Grant Agreement in WebGrants under attachments (see Exemplar).

2. Is there a matching fund requirement?

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

3. When will grant funding 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 2024 Survey.

If awarded services in a selected Priority Neighborhood (reference: Part I, Section 7), the Applicants will be required to provide services in their proposed Priority Neighborhood(s). If a proposed location is not available, the Applicants are responsible for identifying an alternative Proority Neighborhood(s) within the same police division. If the Applicants are unable to identify an alternative Priority Neighborhood(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 15, 2024, 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)
E. Certficate of Signature Authority

The City of San José is required to check each agency's entity status prior to entering into a contract. **Awarded applicants must be identified as "Good Standing" or "Active" with the following government agencies NO LATER THAN MONDAY, April 15, 2024, or the grant award may be revoked:**

Government Agencies:
1. **California Secretary of State:** https://bizfileonline.sos.ca.gov/search/business
2. **City of San Jose Business Tax Certificate:** https://www.sanjoseca.gov/your-government/departments-offices/finance/business-tax-registration/business-tax-lookup
3. **Internal Revenue Service:** https://apps.irs.gov/app/eos/
4. **Office of Attorney General:** https://oag.ca.gov/charities
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://scccroselfservice.org/web/search/DOCSEARCH400S6

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.

All awarded Applicants are required to attend an SSIG Kick-off Workshop before their services begin on June 1, 2024. 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 shall not reduce/or shift 10% Units of Service (UOS) across all service category and/or Unduplicated Participant Count during the contract development process. Any Activity and/or participant reduction will result in a corresponding reduction in funding. The City will award final contract amount based on mutually agreed upon Scope or Service.

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 the Alliance's risk factor assessment.

All awarded Applicants are required to provide information about Narcan/Nolaxone to participants and are strongly encouraged to participate in a Narcan/Nolaxone training and have this life saving medicine available on hand to administer. For more information on Narcan/Nolaxone and training opportunities, please see California Department of Public Health website here.

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, 2024.

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 provide an assessment of each youth participant during enrollment to identify the participant's Target Population. The City of San José, in partnership with a consultant, Resource Development Associates (RDA) has developed a bilingual (English/Spanish) screener tool (Appendix A) to identify participants' level of risk for gang involvement. The tool is a retrospective pre-post tool. Funded agencies may use this tool as an assessment of risk level. It is not required that agencies use this tool for SSIG 2024. In the future, City may require all funded agencies to utilize the screener tool.

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, 2024. 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 Priority Neighborhood 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 2024 Background Check Letter

The agreement between The City of San José and Grantee states that if the Grantee provides services involving minors, and as a CITY-approved method of complying with the provisions contained in the AGREEMENT, GRANTEE shall conduct a criminal background check through the database of the California Department of Justice (DOJ) **AND** an FBI criminal database or equivalent national database as approved in writing by GRANTEE's liability insurance provider, 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 2024 Background Check Letter by June 1, 2024.

SSIG 2024 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 in the future.

Awarded applications will be required to submit a SSIG 2024 Monitoring Checklist Form by September 30, 2024.

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)
- Priority Neighborhood(s) your services will take place in- if any
- Equity Priority Community 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 provide the following information aboutPlease 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 (15 points)
1. What is your agency's mission and how does it align with the mission and vision of the SSIG program?
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.

Example:

Program Activity	Frequency	Program Output	Performance Measure	Program Outcome
Life Skills Group	One hour weekly	Conduct weekly meetings that foster leadership skills, problem solving and conflict resolution	A minimum of 80% of participnats will report they feel comfortable solving conflicts and handling challenges as they arise	Youth adopt new life skills learned and are better equipped to handle and respond to difficult situations they encounter

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 (15 points)

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 exisiting 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

9. 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.

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	15 Points
Outreach & Engagement	20 Points
Agency Experience	20 Points
Outcome & Evaluation	20 Points
Proposed Services	15 Points
Proposed Budget	10 Points
Maximum Points	**100 Points**
Bonus Points (up to 5 points)	Category Points
Services located in an Priority Neighborhood area	3 Points
Services located in an Equity Priority Community	2 Points

*__Max 2 bonus points__ will be awarded to agencies providing at least 50% of services located in areas that are defined as 'Equity Priority Communities.'
*__Max 3 bonus points__ will be awarded to agencies providing at least 50% of services at service location located in an Priority Neighborhood.
__*Max 5 bonus points__ will be awarded to agencies providing at least 50% of services at service location located in an Priority Neighborhoods Area and Equity Priority Communities.