



General Information and Requirements BeautifySJ Grant Program Cycle 7

Addendum as of November 21, 2024

Release Date	October 28, 2024
Proposals Due	December 9, 2024, by 4:00 p.m. PST
Online Submission	WebGrants: http://grants.sanjoseca.gov

To request an accommodation for City grant opportunities or an alternative format for printed materials, please contact the BeautifySJ Grants Analyst, Adriana Vargas via email at Adriana.Vargas@sanjoseca.gov as soon as possible, but at least three business days before the deadline.

TABLE OF CONTENTS

TIMELINE	3
PART I: OVERVIEW and FUNDING PROCESS	4
1 What is Beautify SJ?	4
2 Summary of the RFQ	4
3 Who qualifies and how much grant funding am I eligible for?	5
4 Who does not qualify?	6
5 What types of projects can be proposed?	6
6 Priority Project Locations	7
7 Selection Process	7
8 Objections and Appeals	8
A. Objections	8
B. Appeals	8
9 Award Process	8
A. Award Determination	8
B. Final Awards & Grants	9
C. Awards in Years 2 & 3	9
10 Grounds for Disqualification	9
11 Public Nature of Proposal Material	10
PART II: APPLICATION and SUBMISSION INSTRUCTIONS	12
1 How can I learn more about the BeautifySJ Cycle 7 Grant Opportunity	12
2 How do I submit my proposal?	13
3 What if I have questions regarding the application’s general information and requirements?	13
4 What will be required of our organization/group if awarded?	14
A. Required Documents	14
B. Performance Reporting	14
PART III: PROPOSAL INFORMATION	15
1 Evaluation Criteria	15
2 What information will I need to include in my proposal?	15
A. Basic Information	16
B. Narrative Responses	16
PART IV: DISCLAIMER	17

TIMELINE

ACTIVITY	DESCRIPTION	DATE
Release of Funding Opportunity & Mini RFP	Grant Application will be available via WebGrants http://grants.sanjoseca.gov . Applicants currently on the Eligible Service Provider list for Cycle 6 will need to submit a Request for Proposal (RFP), sent via email.	October 28, 2024
Pre-Proposal Workshop	Pre-Proposal Workshop to discuss grant purpose, priorities, timeline, WebGrants, Q&A process, etc.	October 30, 2024 November 13, 2024
Questions and Answer Periods	There will be three (3) rounds of Questions and Answer Periods. Questions to be submitted via e-mail to Adriana.Vargas@sanjoseca.gov	October 28-November 2, 2024 November 3-November 13, 2024 November 14-November 22, 2024
Q&A Posted on WebGrants	All questions and responses will be posted in WebGrants one week after each period closes.	November 7, 2024 November 21, 2024 December 2, 2024
Proposals & RFP Due	Completed proposals are to be submitted online via WebGrants. Late, e-mailed, faxed, or incomplete proposals will not be accepted.	December 9, 2024
Notice of Inclusion on the Eligible Service Provider List	All applicants will be sent the Notice of Inclusion on the Eligible Service Provider List.	January 2025 <i>(Date subject to change)</i>
Deadline to Appeal	Applicants who are not included in the qualified pool will have one (1) week to submit an appeal. See Section 2.7.2 for information.	One week after Notice of Inclusion on the Eligible Service Provider List is posted
Notice of Award	Announcement of awarded Grantees. Applicants will be notified via email.	February 2025 <i>(Date subject to change)</i>
Required Documentation Due	List of Board Members/Volunteers, Copy of Last Meeting notes and/or Approved Permissions to be submitted via email to Adriana.Vargas@sanjoseca.gov	March 2025
Grant Service Period Begins	Start of BeautifySJ funded services	April 1, 2025
Grantee Award Workshop	First-time Grantees must attend one (1) introductory workshop to review the terms and guidelines of the grant.	April 2025 <i>(Date will be determined later)</i>
Mid-Year Report Due	All grantees must submit a Mid-year Progress Report including status of each activity, challenges/delays, & projected date of completion.	September 30, 2025
Deadline to submit Authorizations / Permissions	Approved permissions to be submitted via e-mail to Adriana.Vargas@sanjoseca.gov	October 31, 2025
Grant Service Period Ends	Completion of all BeautifySJ funded services.	March 31, 2026
Final Report Due	All grantees must submit a Final Report that includes a description of the completed activities, before and after photos of the event(s) or beautification project, and receipts (or copies) for the eligible expenses.	April 30, 2026

PART I: OVERVIEW AND FUNDING PROCESS

1. WHAT IS BEAUTIFYSJ?

The City of San José (“City”) is committed to supporting residents in their efforts to beautify their neighborhoods and create a cleaner and more vibrant San José. The mission of the BeautifySJ Grant Program is to support residents’ efforts at reclaiming their public space and to empower residents to aesthetically demonstrate their pride in our City. The City believes that the power to shape the future of our neighborhoods lies in strengthening the civic participation of our residents.

The grant program will provide financial support to projects that will:

- Collectively create a cleaner, safer, and more vibrant City
- Build or strengthen the neighborhood organization
- Address issues important to neighborhood quality of life by creating more engaged neighborhoods
- Improve neighborhood conditions through beautification
- Engage with neighbors to reduce trash, graffiti, and other sources of blight.

For more information on the #BeautifySJ Initiative, visit www.beautifysj.org.

2. SUMMARY OF THE RFQ

This Request for Qualifications (RFQ) is administered by the Department of Parks, Recreation and Neighborhood Services, and is designed to provide qualified neighborhood groups and residents with grant funding to financially support for projects in accordance with the BeautifySJ mission listed above. Qualified neighborhood groups will be placed on the “Eligible Service Provider List” for a maximum of 3 years. Inclusion on the Eligible Service Provider List does not guarantee that the neighborhood group will be selected for grant funding or to perform services for the City. The City will select neighborhood groups from the Eligible Service Provider List when making grant awards on an annual basis. Please refer to Part I, Sections 7 & 9 for details about the process for awarding funds.

The current total funding for the BeautifySJ Cycle 7 is \$250,000. The total funding available for subsequent years will be approved and appropriated by the City Council on an annual basis prior to the start of the City’s fiscal year (July 1).

Neighborhood groups interested in being included in the Eligible Service Provider List must submit a proposal by the proposal deadline and be in good standing with the City of San Jose, which includes being in compliance for BeautifySJ Grant Cycles 1-5 at the time of proposal deadline.



3. WHO QUALIFIES AND HOW MUCH GRANT FUNDING AM I ELIGIBLE FOR?

Eligible groups must:

- Live in or are residents within the City of San Jose
- Operate free of charge.

ELIGIBLE GROUP	ELIGIBLE GROUP DESCRIPTION	ELIGIBLE PROJECT
<p>Neighborhood Associations</p> <p>Eligible to receive up to \$5,000 in grant funding.</p>	<p>An established formal group of residents living within the same neighborhood working to improve the neighborhood. This does not include business owners, District Leadership Groups or people who work in the area that do not live in the neighborhood.</p>	<ul style="list-style-type: none"> • Category 1: Beautification Projects • Category 2: Neighborhood Quality of Life or Organization Building Events/Projects
<p>Emerging Neighborhood Groups</p> <p>Eligible to receive up to \$5,000 in grant funding.</p>	<p>A group of volunteers, that are not an established Neighborhood Association yet, who are working to improve the neighborhood they live in. This does not include businesses or people who work in the area that do not live in the neighborhood.</p>	<ul style="list-style-type: none"> • Category 1: Beautification Projects • Category 2: Neighborhood Quality of Life or Organization Building Events/Projects
<p>Property Owner / Tenant Associations</p> <p>Eligible to receive up to \$5,000 in grant funding.</p>	<p>A group that works closely with the tenants of the properties by including them in meetings and project planning working to improve the neighborhood. Qualifying grants will fund items and activities that build community cohesion; it will NOT fund items that are the owner’s responsibility, such as physical improvements.</p>	<ul style="list-style-type: none"> • Category 1: Beautification Projects • Category 2: Neighborhood Quality of Life or Organization Building Events/Projects
<p>District Leadership Groups</p> <p>Eligible to receive up to \$2,500 in grant funding.</p>	<p>An established formal group of Neighborhood Association leaders living within a Council District in the City of San Jose. District Leadership Group's goal is to support individual residents, emerging groups, and neighborhood associations by providing capacity building activities to strengthen neighborhood engagement, civic participation, and leadership within our neighborhoods.</p>	<ul style="list-style-type: none"> • Category 2: Neighborhood Quality of Life or Organization Building Events/Projects • Category 3: Support & Capacity Building Events/Activities
<p>Community Partner Groups</p> <p>Eligible to receive up to \$1,500 in grant funding.</p>	<p>A community group or partner that operates to improve neighborhoods and involves residents living in the neighborhood where project is being proposed. Such groups include, but are not limited to, non-profit agencies, schools, churches, Adopt-a-Park, Adopt-a-Trail, and Adopt-a-Street, or “Friends of a Park” type groups.</p>	<ul style="list-style-type: none"> • Category 1: Beautification Projects

- **The minimum grant award is \$300.**
- **Neighborhood groups/residents may only use one proposal to propose multiple projects.**
- **Applicants who do not submit a proposal by the deadline listed above will not be considered.**

4. WHO DOES NOT QUALIFY?

- Government Agencies and/or Government employees; and/or
- Private for-profit businesses, business associations, neighborhood business districts, and corporations; and/or
- Organizations or groups that are in arrears for BeautifySJ Grant Cycle 1 2017-2018, Cycle 2 2018-2019, Cycle 3 2019-2021, Cycle 4 2022-2023 and/or Cycle 5 2023-2024 at the time of proposal deadline.

(NOTE: Applicants should contact Adriana Vargas at Adriana.Vargas@sanjoseca.gov if they are uncertain of their organization’s status or to resolve arrears status. Failure to satisfy qualified status requirements is **not** subject to appeal).

5. WHAT TYPES OF PROJECTS CAN BE PROPOSED?

There are 3 types of categories for projects that can be proposed. Please see the Project Activity Description & Key Details attachment on WebGrants for more information such as required approved permissions, permitting, and contact details.

CATEGORY 1: BEAUTIFICATION PROJECTS*	
Adopt-A-Park	Adopt-A-Park is a one-year commitment to help with picking up litter, removing graffiti, removing weeds, and trimming bushes.
Landscaping	Landscaping (design, planting, trimming, mulching) in public spaces and city parks.
Garden Spots	A Garden Spot is a small area in a City of San José park, where residents register to plant and maintain a flower garden. Garden Spots can be community projects.
Neighborhood Clean-Up	Dumpster Days, Litter Pick-Ups, Graffiti Abatement.
Planting	Planting of trees and/or any other type of planting.

**All Beautification projects on public property require approved permissions prior to funding being released.*

CATEGORY 2: NEIGHBORHOOD QUALITY OF LIFE & NEIGHBORHOOD ORGANIZATION BUILDING EVENTS OR PROJECTS	
Neighborhood-Led Events*	National Night Out, Cultural Festivals, Community Building Events, public safety activities, neighborhood celebrations, community projects, etc.
Neighborhood Organization Support	Newsletters, PO Boxes, United Neighborhoods of Santa Clara County Membership Fees, special events insurance, association web pages/domains.
One-Day Volunteer Event at a Park*	Your neighborhood group can work with Parks Division Volunteer Management Unit to choose a project based on the number of participants and the work that is needed.

**Events identified with an asterisk (*) require event insurance and/or permits to be obtained by the applicant. Permitting requirements will vary greatly by event. Please note that if partnering with another City of San Jose entity, such as a City Council office, event insurance and/or permits might already be provided by that entity, but it is the responsibility of the Grantee to ensure that the proper event insurance and/or permits are in place. See [City of San Jose Permits](#) for requirements.*

**CATEGORY 3: NEIGHBORHOOD SUPPORT & CAPACITY
BUILDING EVENTS OR ACTIVITIES**

<p>Neighborhood Group Outreach & Communication</p>	<p>Connecting neighborhood leaders to City Council and City of San José staff. Communicating and sharing resources, including funding opportunities. Conducting outreach to identify neighborhood leaders, in Priority Project Locations to establish new emerging groups. Communicate and coordinate BeautifySJ funded projects that enable multiple groups to better utilize resources. Conducting outreach to community members to foster greater engagement in joining or establishing neighborhood groups where there are no groups.</p>
<p>Capacity Building</p>	<p>Regular engagement meetings with emerging groups and neighborhood associations to provide coaching on how to develop Bylaws, meeting agendas, and grant proposals. Provide neighborhood groups with “How to Guides” for Beautification projects. Support residents, emerging groups and associations by providing language interpretation services.</p>

6. PRIORITY PROJECT LOCATIONS

Priority Project Locations are areas that fall within Equity Priority Communities, 18 Priority Neighborhoods (formerly known as Hot Spots), or 9 Project Hope Neighborhoods. Key factors that have been used to define these areas include, but not limited to households with low incomes, people of color, limited English proficiency, higher percentage of single parent families, higher percentage of Seniors 75 years and above, higher crime/violence rates, etc. Bonus Points will be given to eligible groups located in areas defined as BeautifySJ Priority Project Locations.

To find out if your neighborhood is located in a BeautifySJ Priority Project Location, click on the following [BeautifySJ Priority Project Location Map](#). ~~[BeautifySJ Priority Project Location Map](#)~~.

7. SELECTION PROCESS

City staff will screen all submitted proposals for completion and eligibility (see Sections 2 and 3). Organizations or groups that do not meet the eligible groups or are in arrears by the submission deadline will not be evaluated. A separate review panel consisting of individuals who have an understanding of the needs of the community will evaluate all proposals. The City reserves the right to interview applicants prior to making its selections, and to rely on information from sources other than the information provided by the respondents. The City will consider past performance history to determine whether or not an applicant is capable of delivering proposed services and timely compliance with contractual obligations.

Once the Review Panels have rated the proposals and the Director of the Department of Parks, Recreation and Neighborhood Services has approved the final Eligible Service Provider List, the BeautifySJ Administrative Team will send a Notice of Inclusion on the Eligible Service Provider List to all applicants. The City reserves the right to accept or reject all proposals

8. OBJECTIONS AND APPEALS

A. Objections

Any objections related to the structure, content or distribution of this funding opportunity must be submitted in writing prior to the grant proposal due date by e-mail to Adriana Vargas at Adriana.Vargas@sanjoseca.gov. Objections must be as specific as possible, referencing the precise section, language and/or requirement at issue and include a description and rationale for the objection.

B. Appeals

If an unsuccessful applicant wants to dispute the eligibility recommendation, the Appeal must be submitted in writing to the contact person listed below no later than one week after Notice of Inclusion on the Eligible Service Provider List is posted. BeautifySJ Appeal Forms will be available upon request following the announcement of the Eligible Service Provider List. There is no appeal process for proposals that are disqualified due to not meeting the minimum eligibility or proposal requirements.

Appeals must detail grounds for the appeal on a factual basis and must provide supporting documentation. Appeals will not be considered for disputes of proposal requirements and specifications, which must be addressed in accordance with the Objections (see above). Failure to submit a timely written Appeal to the contact person listed below will bar consideration of the Appeal.

DEADLINE: One week after Notice of Inclusion on the Eligible Service Provider List is posted.

The address for submitting appeals is:

ATTN: Adriana Vargas
Department of Parks, Recreation and Neighborhood Services
200 East Santa Clara Street, 9th Floor
San José, CA 95113-1905
Email: Adriana.Vargas@sanjoseca.gov

9. AWARD PROCESS

A. Award Determination

The BeautifySJ Grant Program administrative team will review all proposal submissions before determining if and what award amount(s) will be made. When determining final award recommendations, the BeautifySJ Grant Program reserves the right to consider information not included in organization/groups' submitted proposals. Previously funded organizations/groups must be in good standing and not in arrears with the City of San José. Past performance demonstrated by proposing groups under this grant program will be considered as part of the proposal rating and other factors used to determine awards.

Final award recommendations are made with the available funding and BeautifySJ project priorities in mind. Once the Department Director approves the final award recommendation, organizations/groups will be notified of their award status.

B. Final Awards & Grants

The successful applicant will be mandated to comply with all the requirements outlined in this Grant Proposal and the Memorandum of Understanding. Please refer to the Attachment section in WebGrants to review the BeautifySJ Cycle 7 Exemplar Template.

Payment will be processed upon full execution of the Memorandum of Understanding. Grant funding for activities or projects requiring approved permissions will not be released until the approved permission is received on or before October 31, 2025.

There are no appeals for funding decisions for this grant program, just inclusion on the Eligible Service Provider List.

All costs associated with responding to this proposal request are the applicant(s)' responsibility.

C. Awards in Year 2 & 3

Funding in the second and third years will be made to organizations/groups on the updated Eligible Service Provider List and contingent upon the BeautifySJ Grant Program's project priorities and satisfactory completion of the following conditions:

- The funds are available and included in the Adopted City Budget; and
- The organization/group has, at minimum, achieved its program outputs; and
- The City and its residents will continue to benefit from the projects; and,
- The organization/group has satisfied all contractual requirements.

Organizations/groups who are awarded BeautifySJ funding in the first year are not guaranteed funding in the second or third years. In Year 2 and 3, organizations/groups included in the Eligible Service Provider List will be required to submit a Request for Proposal (RFP), which will include a list of proposed projects and budget. The City reserves the right to abstain from entering into contract with an organizations/group for any reason. Organizations/groups that are awarded in Years 2 and 3 must be in good standing and not in arrears with the City at the time of RFP deadline.

10. 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 the Policy will be subject to disqualification. Generally, the grounds for disqualification include:

- Contact regarding this application packet with any City official or employee or evaluation team other than the specified BeautifySJ contact listed on the table of content of this application packet, from the time of issuance of this solicitation until the end of the protest period; and/or

- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms, or conditions of this proposal; and/or
- Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications; and/or
- Evidence of submitting incorrect information in the response to a solicitation or misrepresenting or failing to disclose material facts during the evaluation process; and/or
- 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; and/or
 - Existence of any lawsuit, unresolved contractual claim, or dispute between proposer and the City; and/or
 - Evidence of applicant's inability to successfully complete the responsibilities and obligations of the proposal. Past performance history will be taken into consideration; and/or
 - Applicant's default under any City agreement, resulting in termination of such Agreement.

11. PUBLIC NATURE OF PROPOSAL MATERIAL

All correspondence with the City, including responses to this Funding Opportunity, will become the exclusive property of the City and will become public record 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.

Therefore, 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 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 grounds 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 portions of your proposal which are exempt from disclosure under the Public Records Act, you must mark it as such and state the specific provision in the 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 plainly mark the information as "Trade Secret" and refer to the appropriate section of the 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.

PART II: APPLICATION SUBMISSION AND INSTRUCTIONS

1. HOW CAN I LEARN MORE ABOUT THE BEAUTIFYSJ CYCLE 7 GRANT OPPORTUNITY?

LEARN MORE ABOUT THE BEAUTIFYSJ CYCLE 7 GRANT PROGRAM!

Attendance at the pre-proposal workshop is not mandatory, but it is *highly recommended*.

Pre-Proposal Workshop I (Hybrid)

Date: Wednesday, October 30, 2024 at 5:30-7:00 p.m.

Location: Hank Lopez Center - 1694 Adrian Way, San Jose, CA 95122

Pre-Proposal Workshop II

Date: Wednesday, November 13, 2024 at 6:00-7:30 p.m.

Location: Willow Glen Community Center - 2175 Lincoln Ave, San Jose, CA 95125



QUESTIONS REGARDING THE APPLICATION'S GENERAL INFORMATION REQUIREMENTS?

Applicants may submit questions to Adriana Vargas at Adriana.Vargas@sanjoseca.gov. Any City response submitted during this period will be released on WebGrants at <http://grants.sanjoseca.gov>.

Question & Answer Period 1

Begins: October 28, 2024

Deadline: November 2, 2024

Estimated Posting: November 7, 2024

Question & Answer Period 2

Begins: November 3, 2024

Deadline: November 13, 2024

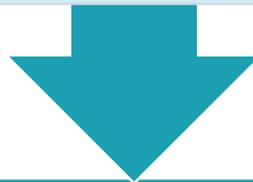
Estimated Posting: November 21, 2024

Question & Answer Period 3

Begins: November 14, 2024

Deadline: November 22, 2024

Estimated Posting: December 2, 2024



HOW DO I SUBMIT MY PROPOSAL?

Deadline to submit by 4:00 p.m. on Monday, December 9, 2024

Hard copy, paper, faxed, or e-mail proposals will NOT be accepted.

New Users are required to register and submit proposals on WebGrants.

If you need technical assistance with WebGrants registration or submitting your proposal, please contact Adriana Vargas at Adriana.Vargas@sanjoseca.gov

Organization/Groups listed on the Eligible Service Provider list for Cycle 6 will not be required to submit a proposal via WebGrants.

Submission of proposal (RFP) detailing their scope of grant and budget will be submitted via Microsoft Forms.

There will be two identical **in person/hybrid** pre-proposal workshops. Attendance at the pre-proposal workshop is not mandatory, but it is *highly recommended*. You can attend either workshop and access the workshop via Zoom link below or dial in using the listed phone number.

Pre-Proposal Workshop I (Hybrid)	
Date:	Wednesday, October 30, 2024 at 5:30-7:00 pm
Location:	Hank Lopez Center, 1694 Adrian Way, San José, CA 95122
Zoom Link:	https://sanjoseca.zoom.us/j/98906521050?pwd=8ASmGqZl3aSJ7tfkBCa4qRNzb2xEJg.1
ID/Passcode:	Webinar ID: 989 0652 1050 Passcode: 694725
Phone Number:	+1 408 638 0968 US (San José)

Pre-Proposal Workshop II (In-Person)	
Date:	Wednesday, November 13, 2024, at 6:00-7:30 pm
Location:	Willow Glen Community Center, 2175 Lincoln Ave, San Jose, CA 95125

2. WHAT IF I HAVE QUESTIONS REGARDING THE APPLICATION'S GENERAL INFORMATION REQUIREMENTS? ?

The City welcomes questions about this funding opportunity. **Applicants may submit questions to Adriana Vargas at Adriana.Vargas@sanjoseca.gov by November 22, 2024.** Any City response submitted during this period will be released on WebGrants at <http://grants.sanjoseca.gov>. Questions submitted after the final deadline of November 22, 2024, will not be answered.

The City shall not be responsible for, nor bound by, any oral instructions, 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 to Adriana Vargas at Adriana.Vargas@sanjoseca.gov.

There will be three (3) rounds of Question and Answer Periods:

Question & Answer Periods	Begins	Deadline	Estimated Posting Date
Period 1	October 28, 2024	November 2, 2024	November 7, 2024
Period 2	November 3, 2024	November 13, 2024	November 21, 2024
Period 3	November 14, 2024	November 22, 2024	December 2, 2024

3. HOW DO I SUBMIT MY PROPOSAL?

Applications must be submitted by 4:00 pm on Monday, December 9, 2024 on [WebGrants](#).

Hard copy, paper, faxed, or e-mailed proposals will NOT be accepted.

New users are required to register before using WebGrants, which on average can take three (3) business days to complete. Applicants are advised to plan accordingly so that proposals are submitted far enough in advance to recognize and address any technical issues that may arise to ensure complete

submission prior to the deadline. The City is not responsible for late proposal submissions resulting from computer malfunctions, internet connection or speed issues, or any other technical issues.

Organizations/groups listed on the Eligible Service Provider list from Cycle 6 will not be required to submit a proposal via WebGrants. They will, however, need to submit a mini-RFP proposal detailing their scope of grant and budget through Microsoft Forms, a web-based application. Notifications will be sent via email at the time of release.

If you need technical assistance with WebGrants registration or submitting your proposal, please contact Adriana Vargas at Adriana.Vargas@sanjoseca.gov.

Please note that WebGrants will not allow proposals to be submitted any time after 4:00 P.M. on Monday, December 9, 2024.

4. WHAT WILL BE REQUIRED OF OUR ORGANIZATION/GROUP IF AWARDED?

A. Required Documents

Awarded groups must submit the following prior to MOU execution or the grant award may be revoked:

ORGANIZATION/GROUP	REQUIRED ITEMS
<ul style="list-style-type: none"> • Neighborhood Associations • District Leadership Groups • Property Owner/Tenant Associations 	<ol style="list-style-type: none"> 1. A list of Board Members with home addresses. 2. A copy of the association’s Bylaws. 3. Bank Verification Document (copy of bank statement or voided group check) (if applicable). 4. Project approved permissions (if applicable)*
<ul style="list-style-type: none"> • Emerging Neighborhood Groups • Community Partner Groups 	<ol style="list-style-type: none"> 1. A list of volunteers with home addresses 2. A copy of the minutes/notes from the last group meeting in preferred language. 3. Bank Verification Document (copy of bank statement or voided group check) (if applicable). 4. Project approved permissions (if applicable)*

***Project approved permissions may be submitted after MOU execution. However, grant funding for those activities or projects will not be released until the approved permission is received.**

Applicants who have been awarded for year one and have submitted required items 1-3 will not be required to resubmit if documents are up to date and current for years two and three.

Grant awards will be released via City-funded Debit Card or Check. Groups will be selecting their form of preferred payment. Groups will be expected to sign an authorization form prior to receiving the BeautifySJ funds. More information will be provided when groups are notified of their award status.

B. Performance Reporting

GRANT REPORTING	DESCRIPTION	DEADLINE DATE
Mid-Year Reporting	Status of each activity, challenges/delays, estimate of in-kind amount/volunteer hours and projected date of completion.	September 30, 2025
Final Reporting	Description of the completed activities, photographs of events, before/after photos of beautification projects, in-kind amount/volunteer hours completed and legible receipts (or copies) for the eligible expense.	April 30, 2026

PART III: PROPOSAL INFORMATION

1. EVALUATION CRITERIA

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

Categories	Category Weight
Proposal Responsiveness - <i>Required information must be submitted on-time</i>	Pass/Fail
Project Overview (Describe your project)	10
Outcome (Results of the project)	10
Proposed Budget	5
Maximum Points	25
Bonus Points (up to 5 points)	
Priority Project Location (Priority Project Location Map) (Priority Project Location Map)	1
Equity Priority Community	2
High (Shaded Blue)	3
Higher (Shaded Green)	2
Highest (Shaded Purple)	
Project Hope Neighborhood or Priority Neighborhood (<i>formerly Hot Spot</i>)	

2. WHAT INFORMATION WILL I NEED TO INCLUDE IN MY PROPOSAL?

A. Basic Information

- Type of Eligible Group
- City Council District – To locate your City Council District, use this [Demographic Data Explorer](#) ~~City Council District map~~
- Neighborhood Boundaries

- Number of people in your neighborhood: [Demographic Data Explorer map](#) [US Census Bureau](#)
- Number of households in your neighborhood: [Demographic Data Explorer](#) [US Census Bureau](#)
- Number of members in your association or group

B. Narrative Responses to the following questions:

Project Overview: *(Describe your project)* **10 points**

1. What project(s) is your group proposing? Please describe the project(s) and include the following in your answer:
 - a) Name of Project(s)/Activity Type
 - b) Project Description: how will the project be put into action and include how residents will be involved.
 - c) Project Location
 - d) Length of time to complete project.
 - e) Any external partnership/collaboration outside of neighborhood

Outcome: *(Results of the Project)* **10 points**

2. How will your project(s) make a difference in or benefit the neighborhood? How you will measure the success of the proposed project(s) and improve neighborhood conditions (e.g. surveys, sign-in sheets, before and after pictures)?

Priority Project Locations: ([Priority Project Location Map](#)) ~~(Priority Project Location Map)~~ **Up to 5 bonus points**

3. Is your neighborhood located in an Equity Priority Community, Project Hope Neighborhood, or Priority Neighborhood (formerly Hot Spot)?

Budget: *(How funding will be spent)* **5 points**

4. Budgets will be judged based on the following criteria:*
 - a. All activity/expenses are eligible.
 - b. Budget should demonstrate a cost-efficient use of funds to manage the project(s)

**Please note that question 4 will be completed in the Budget Table in WebGrants.*

PART IV: DISCLAIMER

The successful applicant will be mandated to comply with all the requirements outlined in this Funding Opportunity.

All costs associated with responding to this request are to be borne by the applicant.

It is the City's policy that the selected organization/group 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 City of San José contracts.

Applicant will comply with church/state restriction as outlined below. Applicant agrees that funds received from the City for public services shall be used in accordance with the following conditions:

Applicant shall not discriminate against any employee or applicant for employment on the basis of religion and shall not limit employment or give preference in employment to persons on the basis of religion;

Applicant shall not discriminate against any person applying for public services on the basis of religion and shall not limit such services or give preference to persons on the basis of religion:

Applicant shall provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of public services;

Funds shall not be used to construct, rehabilitate, or restore any facility that is owned by contractor and in which the public services are to be provided. Minor repairs may be made, however, if those repairs (1) are directly related to the public services, (2) are located in a structure used exclusively for non-religious purposes, and (3) constitute in dollar terms only a minor portion of the expenditure for the public services.

Compensation will be based on City Council's approval and appropriation of grant monies and distributed after contract execution.