



SAN JOSE
**PARKS, RECREATION &
NEIGHBORHOOD SERVICES**

Grantee Workshop

2022 Safe Summer Initiative Grant (SSIG)

April 11, 2022

Workshop Agenda

- Welcome and Introductions
- Agreement Development and Execution
- Tracking and Documentation
- Monitoring and Reporting
- Questions

A photograph of children in yellow shirts fishing by a river. The scene is bright and sunny, with a rocky bank in the foreground and water in the background. The children are holding fishing rods and appear to be enjoying the activity.

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Agreement Development and Execution

Agreement Development

- Santa Clara County Health Department COVID-19 Safety Protocols
- Required documents
- Scope of Services
 - Location (Hot Spots and Equity Priority Communities)
 - Target Population
 - Activities
 - Time
 - Length of Program
 - Number of Youth
- Budget
- Payment Schedule

Santa Clara County COVID-19 Protocols

- All agencies must follow the Santa Clara County Health Department COVID-19 safety protocols or stricter policy
- For more information on COVID-19 safety protocols, please reference the Santa Clara County Health Department website for resources, planning guidelines and updated information
 - Please see the SSIG 2022 General Information and Requirements (GIR) document

Required Documents

- All required documents must be uploaded on WebGrants no later than by Friday, April 22, 2022, 4 PM.
 - Proof of 501 (c)(3) Status
 - City of San José Business License
 - Certificate of Authority
 - Certificate of Insurance
 - W-9 (If you are a newly funded agency)
- If you have any issues gathering all the required documents, please email your Analyst as soon as possible.

Target Population

- Grantee will provide services to youth ages 6-24 years of age, exhibiting At-Risk, High-Risk, Gang-Impacted, and/or Gang-Intentional behaviors (hereinafter referred to as “Target Population.”)

Scope of Services

- GRANTEE will provide the services as described in this EXHIBIT.
- In the event GRANTEE desires to modify the Scope of Services, GRANTEE shall apply to CITY in writing setting forth the requested modifications. CITY shall have the authority to approve the following categories of modifications, by letter signed by the CITY, without the necessity of a formal written amendment to this AGREEMENT.
 1. Modifications to the times and dates of Scope of Services which do not affect the total units of services (“UOS”) to be provided; or
 2. Modifications to the location of the services provided so long as the proposed location will serve the same target population and is consistent with the Grant Allocation Plan.

Period of Service

- The Grant Services will commence on June 1, 2022 and continue through August 31, 2022. A narrative Final Report will be due to the City on or before September 30, 2022.

Scope of Services

Activity 1	Mandatory Contract Workshop						
Service Location: (One of the addresses listed above)	Zoom						
Start Date:	June 1, 2022						
End Date:	August 31, 2022						
Day of Operation:	Sun	Mon	Tues	Weds	Thurs	Fri	Sat
Hours of Operation: (If no programming on day write: N/A)	N/A	10-11 AM	N/A	N/A	N/A	N/A	N/A
Description of Activity	<p>GRANTEE will provide...</p> <ul style="list-style-type: none"> • General description of service • Number of unduplicated youth who will receive this service • Number of sessions each youth will receive • Length of activity <p>Grantee will provide a mandatory contract workshop to SSIG 2022 awardees.</p>						

Number of Unduplicated Participants

SPECIFIC ACTIVITY (Any activity having duplicated participants will be denoted with an asterisk*.)	NUMBER OF PARTICIPANTS (June 1 through August 31)
This table will delineate the MGPTF Divisions and Service Locations with Activities listed in the description	
<u>Activity 1:</u> Mandatory Contract Workshop	30
<u>Activity 2:</u>	
<u>Activity 3:</u>	
<u>Activity 4:</u> SSIG 2022 Survey	30*
TOTAL UNDUPLICATED PARTICIPANTS PER TERM OF CONTRACT (June 1 through August 31)	30

Payment Schedule

Installment	Period Begin	Period End	Report Due	Payment
1	N/A	N/A	N/A	First installment of 70% (\$) of the contract amount will be processed within 20 days after full execution of this Agreement. However, no payment will occur prior to June 1, 2022.
2	6/1/2022	8/31/2022	9/30/2022	CITY will release the retainer of 30% (\$) of the contract amount upon completion of the following: (1) Approval of the Final Report which shall contain standard information for the period 6/1/2022 through 8/31/2022, and (2) GRANTEE's successful completion of GRANTEE's Scope of Services. Any unspent or disallowed costs will be deducted from the retainer. If the unspent funds exceed the retainer amount, then GRANTEE must return funds to CITY.

Budget

Personnel Costs

Description	SSIG 2022 Funding	Other Funding for Program	Budget Narrative Explanation (Include a brief description of the position)
Analyst	\$1000	\$0	Provided Mandatory Workshop
Total Salaries	\$1000	\$0	
Fringe Benefits			
TOTAL PERSONNEL COSTS	\$1000	\$0	

Operating Costs

Description	SSIG 2021 Funding	Other Funding for Program	Budget Narrative Explanation (Include a brief description of the expense)
Zoom	\$1000	\$0	online platform for activities
Total Personnel Costs	\$1000	\$0	
Total Operating Costs	\$1000	\$0	
TOTAL PROGRAM COSTS	\$2000	\$0	

Budget: Direct vs. Indirect Costs

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

Budget: Eligible vs. Ineligible Costs

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none">• Field Trips• Physical fitness activities• Art or music programs• Literacy programs• Refreshments/food for all approved activities• Program supplies• Contracted services• City/County/San Jose Police Department permit costs• Staff salaries or stipends• Etc.	<ul style="list-style-type: none">• Computers, software, televisions, video games• Large, capital playground equipment• Fitness equipment• Curriculum development expenses in excess of \$1500• Cash and/or gift cards• Parents training programs• Field trip mementos• IRS or government fees• Political campaigns• Etc.

A photograph of children in yellow shirts fishing by a river. The scene is bright and sunny, with reflections on the water. The children are holding fishing rods, and one child in the foreground is smiling at the camera.

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Tracking and Documentation

Tracking and Documentation

- What is your implementation plan? Class schedule?
- How are you recruiting? Flyers?
- How are you tracking your participant enrollment? Sign-in sheets?
- How are you tracking Target Population? Assessment forms?
- How are you tracking activity and participant attendance?
 - Agency Form
 - Data and time of activity
 - Participant must sign themselves in with full name
 - Photos

Tracking and Documentation

- Document all costs by maintaining complete and accurate records of all financial transactions, including but not limited to, contracts, invoices, timecards, cash receipts, vouchers, canceled checks, bank statements and/or other official documentation, evidencing in proper detail the nature and propriety of all charges.
- Establishment and Maintenance of Records. GRANTEE shall maintain records, including but not limited to, books, financial records, supporting documents, statistical records, personnel, property, and all other pertinent records sufficient to reflect properly:
 - a. All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this AGREEMENT; and
 - b. All other matters covered by this AGREEMENT. Such records shall be maintained in accordance with requirements now or hereafter prescribed by the CITY.

A photograph of children in yellow shirts fishing by a river. The scene is bright and sunny, with reflections on the water. The children are focused on their fishing rods.

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Monitoring and Evaluation

Monitoring and Evaluation

- SSIG 2022 Monitoring Form
- Site Visits
- Background Check Letter
- Surveys
- 3 Photos (minimum)
- SSIG 2022 Final Report

SSIG 2022 Monitoring Form & Site Visits

- All agencies must complete and email the SSIG 2022 Monitoring Form before the scheduled site visit.
 - Please note that we may request documentation such as receipts, assessment tools, intakes, sign-in sheets, flyers, etc., for verification.
- Site visits will begin June 15, 2022.
 - Site visits will take place in-person and/or virtually.
- Program Observation
 - SSIG Staff will visit program during one of the contracted activities
 - SSIG Staff may speak with agency staff and/or participants during visit

Background Check Letter

- 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.
 - **Submission Date:** Before or on June 1, 2022.

SSIG 2022 Surveys

- All agencies must administer age-appropriate surveys, which are provided by the City of San José
 - Youth surveys
 - Young Adult surveys
- Surveys are important!
- Surveys are to be completed and submitted on WebGrants before or on September 30, 2022.

SSIG 2022 Final Report

- SSIG 2022 Final Report must be completed and submitted on WebGrants before or on September 30, 2022.
- Please submit a minimum of three photos along with your SSIG 2022 Final Report.
- Failure to submit a SSIG 2022 Final Report or submit any of the required forms (e.g., Monitoring Form, Background Check Letter, etc.) will result in withholding of final payment.

Questions?

- Any questions or issues, please feel free to contact me or your assigned Analyst.

Martin Cruz

Grants Analyst

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