

**CITY OF SAN LEANDRO
COMMUNITY ASSISTANCE GRANT PROGRAM (CAP)
REQUEST FOR FUNDING/GRANT APPLICATIONS**

**ONE YEAR FUNDING CYCLE
FY 2017-2018**



Issued by:

**Recreation and Human Services Department
835 East 14th street
San Leandro, CA 94577**

CONTACT:

Jeanette Dong

Recreation and Human Services Director

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In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of San Leandro to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format, or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

SECTION I

GENERAL INFORMATION

A. Introduction:

The Community Assistance Grant Program (CAP) provides financial support to non-profits providing human services and programs for individuals and families living in San Leandro. The City of San Leandro is issuing a Request for Funding Applications (RFA) for the one-year funding cycle covering fiscal year 2017-2018. CAP is funded by the City of San Leandro general fund and by federal Community Development Block Grant (CDBG) funds the U.S. Department of Housing & Urban Development (HUD) annually allocates to the City. The minimum grant is \$10,000. *Incomplete applications will not be reviewed for funding.*

B. Guidelines for the Selection of Community Assistance Grant Funds

Proposals will be evaluated using the following funding guidelines:

Funding Criteria:

1. Service Must Meet a Critical Basic Need
 - Critical Basic Need: Food, Shelter, Mental Health, Domestic Violence and Health Care Services
2. Service Must Meet CDBG Consolidated & Action Plan Priorities and Eligibility Requirements:
 - Benefit low/moderate-income (LMI) people;
 - At least 51% of the clients must have income \leq 80% of Area Median Income; or
 - Primarily serve “presumed (to be LMI households) beneficiaries” – abused children, elderly persons, battered spouses, disabled adults, homeless persons, migrant farm workers, illiterate persons, persons living with AIDS.

Additional Funding Considerations:

3. The total number of San Leandro residents served.
4. A San Leandro-based organization providing the same service has priority over a non-San Leandro-based organization.
5. Avoid duplication of service, except where there is demonstrated need for multiple providers.
6. One grant per agency (grant may fund multiple activities.)
7. Does the agency have a track record of providing quality service?
8. Does the agency have the fiscal capacity to fulfill CDBG requirements?
9. Does the grant help to leverage other funds?
10. Are there other sources of funding for the service?

C. Availability of Funds

Contingent on the availability of funds, the City of San Leandro will make available an estimated \$230,000, comprised of CDBG and Community Investment funds for FY 2017-2018 to support human service programs.

D. Grant Monitoring: Quarterly Reports, CDBG Monitoring and Site Visit

- Agencies receiving grant funds will be required to submit quarterly or biannual reports (depending on the funding source) in the format provided by the City.
- Please note the reporting categories listed in the RFP. Agencies receiving funding will be required to report statistical information in the categories listed.
- Members of the Human Services Commission and staff will conduct at least one site visit per year.
- Funded agencies will receive an annual monitoring visit by CDBG staff for compliance with federal HUD requirements.

E. Payments

Funding will be on a reimbursement basis and contingent on demonstrated progress to achieve grant outcomes and on the timely submission of accurate and complete reports.

F. Submittal Requirements

All applicants must submit **one (1) one-sided, 8 ½ X 11, unstapled original** application. Also provide eleven (11) *copies* of the application, any flyers, pamphlets or brochures (optional and no more than two.) Copies of the complete application packet will be distributed to staff and the Human Services Commission for review. *Faxed or e-mailed applications will not be accepted.*

G. Deadline for Receipt of the Application

The Recreation and Human Services Department office must receive completed proposals by **Thursday, March 23rd by 4:00 p.m.** Hand delivery of the proposal is strongly encouraged. For questions, contact Jeanette Dong at (510) 577-3466, jdong@sanleandro.org and copy sralston@sanleandro.org.

Submit the Proposal to:

**Jeanette Dong
Recreation and Human Services Department
City of San Leandro
835 East 14th Street, San Leandro, CA 94577**

SECTION II
SELECTION PROCESS

1. All proposals must be received by the San Leandro Recreation and Human Services Department, 835 East 14th Street, San Leandro, CA 94577 by **Thursday, March 23rd by 4:00 p.m.**
LATE PROPOSALS WILL NOT BE ACCEPTED AFTER THE DEADLINE.
2. The Human Services Commission (HSC) and City staff will evaluate the applications.
3. Commissioners and staff may conduct a site visit.
4. Each applicant will be required to make a short (10 minute) presentation before the HSC at an arranged time. Please tentatively hold the evenings of March 30th, April 4th and 6th from 7:00 pm until 9:00 pm for presentations. You will be provided with more details at a later date. This is an opportunity for the applicant to briefly describe the proposed program and clarify facts related to the proposal. This is not an opportunity to add information or adjust the original proposal. No additional/supplemental information will be accepted.
5. Applicants will be informed of the HSC meeting date where funding recommendations will be discussed. It is not mandatory that applicants attend this meeting. Final recommendations of the HSC will be forwarded to the City Council.
6. The City Council will make all final funding decisions.