

**CITY OF SAN LEANDRO
COMMUNITY ASSISTANCE GRANT PROGRAM (CAP) &
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
REQUEST FOR PROPOSALS/GRANT APPLICATION**

**TWO YEAR FUNDING CYCLE
FY 2023-2025**



CAP GRANT CONTACT:

**Elsa Castillo
Human Services Specialist III
Human Services Dept.**

(510) 577-3469

TDD (510) 577-3343

ECastillo@sanleandro.org

CDBG GRANT CONTACT:

**Maryann Sargent
Senior Housing Specialist
Community Development Dept.**

(510) 577-6005

TDD (510) 577-3343

MSargent@sanleandro.org

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.



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SECTION I: GENERAL INFORMATION

A. Introduction

The Community Assistance Program Grant (CAP) and the Community Development Block Grant (CDBG) provides financial support to non-profits addressing unmet needs from the [Human Services Gap Analysis](#) and the [5-Year Consolidated & Annual Action Plans](#) for individuals and families living in San Leandro. The City of San Leandro is issuing a Request for Proposals (RFP) for the two-year funding cycle covering fiscal years within 2023-2025. CAP is funded by the City of San Leandro general fund and CDBG by the U.S. Department of Housing & Urban Development (HUD). The minimum grant is \$10,000.

B. Funding Priorities:

Proposals will be evaluated using the following priorities for each funding program:

1. CAP funding proposals must meet the unmet service gap identified in the [Human Services Gap Analysis](#). Priority will be given to:
 - Severe/High-Level Mental and Behavioral Health Needs
 - Development of Food Security programs or services
 - Domestic and Intimate Partner Violence Services
 - Job Development, Income Support and Employment Services
 - Homelessness and housing insecurity support
 - Programs and/or services that address health disparities
2. CDBG funding consideration must meet [5-Year Consolidated & Annual Action Plan priorities](#) and eligibility requirements. Priority will be given to:
 - Agencies whose services primarily benefit low and moderate-income (LMI) households (at least 51% of those served must have income \leq 80% of Area Median Income).
 - Programs that Support the City's CDBG Priorities
 - Prevent Homelessness or Provide Services to those Experiencing Homelessness
 - Navigation to Mental Health & Substance Abuse Services, Social Services, Employment Services, and Basic Needs Resources.
 - Rental Assistance
 - Provide Support to Public Service Agencies that offer:
 - Domestic Violence Prevention & Support for Survivors
 - Health Care with other wrap-around supports (e.g., food & clothing distribution, housing search assistance).
 - Childcare Programs & Services
 - Food Services for Seniors & those with Special Needs



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Additional Funding Considerations:

- Demonstrated unmet need of San Leandro residents served by Agency's proposed service program.
- Avoid duplication of service, except where there is demonstrated need for multiple providers within the community.
- One grant per agency per year (grant may fund multiple activities.).
- Demonstrated performance in Agency's proposed service program (e.g., past performance evaluations or references from similar activities in other regional Cities).
- If the Agency is a repeat applicant, a demonstrated history of timely compliance with requirements from former agreements.
- Agency must have the fiscal capacity to fulfill contract requirements.
- Agency must demonstrate that the City's grant will leverage other funds.

C. Availability of Funds

Contingent on the availability of funds, the City of San Leandro will make available an estimated \$250,000, comprised of CDBG and Community Assistance Program funds per fiscal year within 2023- 2025 to support human/public service programs. Applicants are eligible for only one stream of funding (CAP or CDBG).

D. Grant Monitoring: Reporting, CDBG Monitoring and Site Visits

- All Agencies will be required to use online application and grant/contract management software portal *City Data Services* (<https://www.citydataservices.net/>) for all document submittals, reimbursements, and program reporting.
- CDBG recipients will be required to submit quarterly reports; CAP recipients will be required to submit bi-annual reports.
- Please note the reporting categories listed in the RFP. Agencies receiving funding will be required to report statistical information in the categories listed.
- CDBG Funded agencies will receive an annual compliance monitoring visit (in person or virtual). CAP funded agencies should expect a site visit by City staff and the Human Services Commission members.

E. Payments

Payments will occur twice a year (CAP) and monthly (CDBG) on a reimbursement basis and contingent on demonstrated progress to achieve grant outcomes and on the timely submission of accurate and complete reports. Recipients of CDBG funding will be required to use City Data Services for reimbursement requests.

F. Submittal Requirements

RFP Release Date: December 7, 2022

RFP Due Date: January 16, 2023

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Proposals will only be accepted electronically and must be uploaded according to the directions included in **Attachment A**. The link will not accept proposals after the deadline. Do not include any flyers, pamphlets, or brochures. Proposals will be distributed to staff and the Human Services Commission for review.

G. Deadline for Receipt of the Proposal/Application

Completed grant proposals must be received by January 16, 2023 at 5pm. Late or incomplete applications will not be considered.

H. Application Review & Funding Decision

The Human Services Commission (HSC) and City Staff will review all eligible proposals and provide a recommendation to City Council.

An informational session will be held at 3:30 p.m. on Tuesday, December 13, 2022. The location of this meeting will be in the City Council Chambers in San Leandro City Hall located at 835 East 14th Street, San Leandro CA 94577.

The Council Chambers at City Hall is accessible to persons with disabilities. Upon request, documents may be made available in a format accessible to persons with disabilities. If you need special accommodations due to physical disabilities or need translation services, please contact the City Clerk's Office at 510-577-3351, TDD (510) 577-3343, within five working days in advance of this meeting.

La Sala del Consejo del Ayuntamiento es accesible para personas con discapacidad. Si lo pide, los documentos podrán entregarse en un formato accesible a personas con discapacidad. Si requiere acomodos especiales debido a discapacidad física o necesita servicios de traducción, por favor póngase en contacto con la Oficina del City Clerk en el 510-577-3351, TDD (510) 577-3343 al menos cinco días hábiles antes de esta reunión.

市政廳的參議會會議室持有殘疾人士設備。當需求，本市可提供適當格式的文件給殘疾人士應用。如果您因肢體傷殘而需要特別安排或如您需要翻譯服務，請在公聽會前五天營業日內電 (510) 577-3351，聆聽障礙者電TDD (510)577-3343，與本市書記處聯絡。

Should the HSC and/or City Staff have additional questions for applicants, City Staff will facilitate questions directly to applicants via email. At a mandatory in person meeting scheduled for **February 22, 2023**, applicants will present their responses to the questions. This is an opportunity for the applicant to answer questions regarding the proposed program and clarify



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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.

The HSC will discuss funding recommendations at their regular commission meeting scheduled for **March 22, 2023**. It is not mandatory that applicants attend this meeting. For further information on this meeting, please visit the City’s [“Meeting Central” website](#).

The City Council will make all final funding decisions on **April 3, 2023**.

CAP/CDBG RFP Released and Application Period Opens	12/7/2022
Informational Session is held for Potential Applicants *Attendance Highly Recommended*	12/13/2022 3:30 p.m.
CAP/CDBG Applications Due *Online * to the City of San Leandro by 5pm	1/16/2023
Applicants receive update regarding status of application	2/3/2023
Applicants receive questions from HSC	2/17/2023
Applicants respond to HSC questions at regular HSC meeting	2/22/2023
HSC finalizes CAP/CDBG Award Recommendations for City Council Approval	3/22/2023
City Council Meeting -- CAP/CDBG Award Recommendations go to Council for Approval	5/3/2023
City Council Meeting -- CAP/CDBG Contracts Approved for start date of 7/1/2023	6/19/2023

SECTION II: SCORING RUBRIC (Highest score = 60 points)

1. **CONSISTENCY WITH FUNDING PRIORITIES AND DEMONSTRATED NEED:** The proposal should be consistent with City’s 5 Year Consolidated & Annual Action Plan and/or the Human Services Gap Analysis. The application should specify how the proposed program services addresses the demonstrated community need. (10 Points Maximum)
2. **BENEFIT TO TARGET COMMUNITIES AND PERFORMANCE MEASURES:** The proposal should demonstrate the program’s ability to make an impact on the City’s Funding Priorities. If the program fills a small service area niche, please explain how it uniquely addresses the service area niche. If the program fills a large service area niche, please explain how the agency is structured and positioned to address the service area niche. The application should clearly identify how it will implement proposed program with clear performance outcomes to measure impact of program. Application should address how it will control to prevent duplicated services. (i.e., Repeat clients for same services cannot be counted more than once in a FY under HUD’s CDBG program.) (10 Points Maximum)



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3. **FUNDING-PROGRAM SUSTAINABILITY/LONGEVITY:** The proposal should demonstrate its program's sustainability and ability to provide long-term impact on the City's Funding Priorities. The application should identify other sources of funding that support the proposed program, if any, and how long the program has been operated by the agency. If program proposal is a pilot program, it is required that the Agency provide a commitment letter from other leveraged funding. (10 Points Maximum)
4. **ORGANIZATION:** The proposal should demonstrate the applicant organization's strength and capacity to operate the proposed program. The application should identify staff experience and training, in addition to other area partnerships/funding. The application should identify how the program will carry out its proposed goals given the funding requested and staffing identified. (10 Points Maximum)
5. **ACCESS:** The proposal should demonstrate the applicant organization's experience to ensure outreach, access, and benefits-to non-English speakers, people with disabilities, people/households experiencing homelessness, seniors, low-income households, youth, and/or any other disadvantaged community. How does the program remove barriers to assisting identified disadvantaged communities in the City of San Leandro (e.g., hardcopy mailings, ADA accessible website, social media campaign, networking with targeted populations, transportation access, childcare resources, etc.). (10 Points Maximum)
6. **FINANCIAL ANALYSIS:** The Applicant provides the Organization's most recent Audited Financial Statements (aka: Consolidated Financial Statement and Single Audit Report and Schedules). (10 Points Maximum)

ATTACHMENT TO RFP

Attachment A: Instructions for Completing San Leandro's CAP/CDBG RFP Application in City Data Services (CDS)

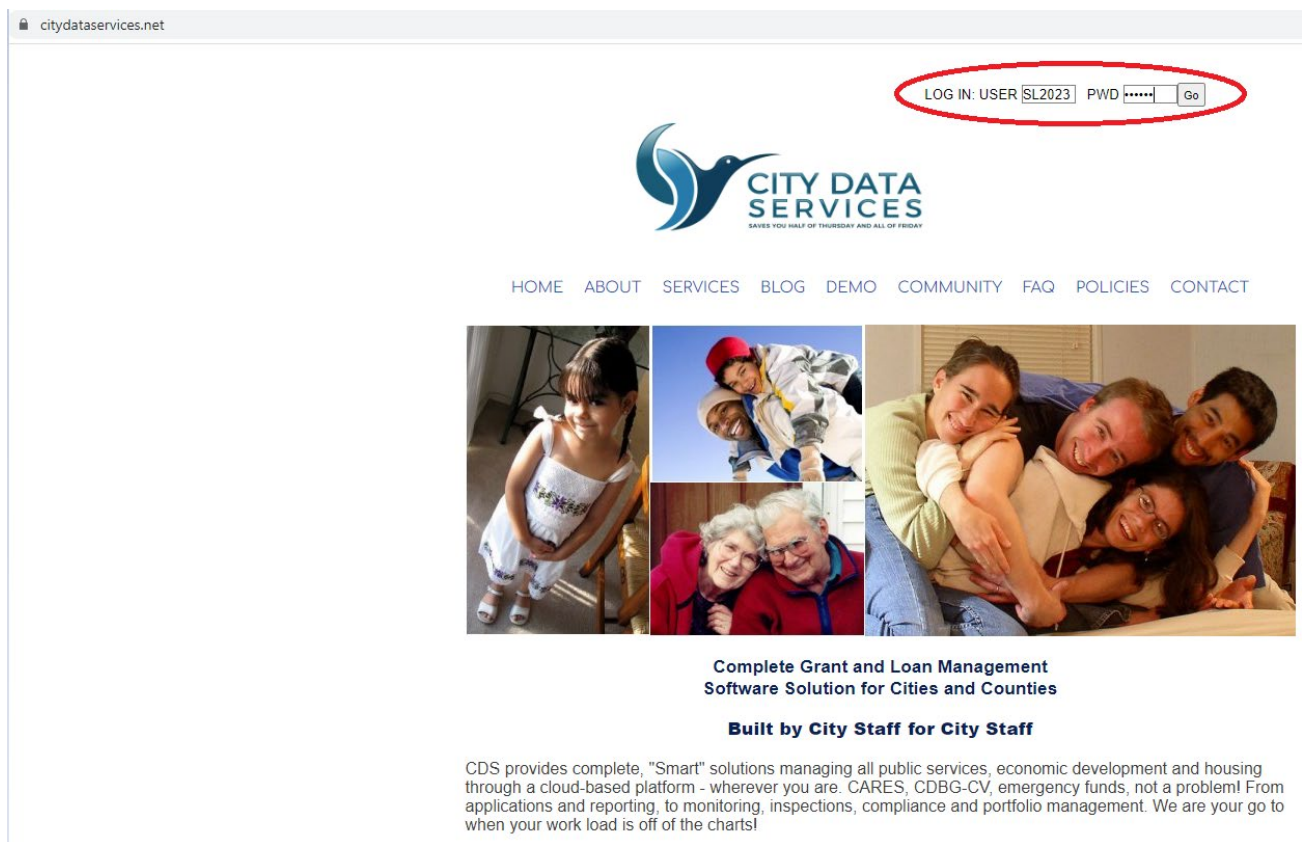


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Attachment A: Instructions for Completing San Leandro’s CAP/CDBG RFP Application in City Data Services (CDS)

PLEASE REMEMBER TO SAVE FREQUENTLY: see bottom of application page and click “Save as Draft.”

If you have any technical questions regarding this application portal, please contact City Data Services at: [650-533-5933](tel:650-533-5933) or CityDataServices@yahoo.com or click green “Help with this Page.”



1. Go to the City Data Services website: <http://citydataservices.net/>
 - a. If you are an **agency that is new to CDS**, then you will need to “request an account” to apply. Do this by going to the website and at the **Log In** enter **SL2023** and at the **Password** enter **SL2023**. Note that the Log In and Password are case sensitive (i.e., capitalize the “SL” in password above).
 - b. If you are an **agency that has received City of San Leandro funds and have used CDS in the past year**, then you should use your agency’s existing Log In/User ID and Password. Skip steps #2-#4 and proceed to step #5 of these directions.



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- 2. **New agencies, complete information (see image below) and click “Request an Account.”**



City of San Leandro
 Community Development Dept
 Maryann Sargent
 Senior Housing Specialist
 835 E 14th St
 San Leandro, CA 94577
 Phone: 510-577-6005
 Email: msargent@sanleandro.org

[Help with this page](#)
[Logout](#)

If you want to apply for
 Funding for Consolidated Community Funding in San Leandro ,
 use the form below to create an account.
DO NOT use this form if you are currently funded by the City of San Leandro and have a City Data Services login.
 If you already have a City Data Services account with a San Leandro,
 log in under that account and choose a button in the upper right corner to apply for a new program.

Agency Name:			
Agency Address:			
Agency City:		Agency Zip:	
Agency Contact:		Contact Telephone:	
Contact Email:	NOTE: Email correspondence about this application will be sent to this address		
<input type="checkbox"/> Copy Agency Information to Program			
Program Name:			
Program Address:			
Program City:		Program Zip:	
Program Contact:		Contact Telephone:	
Program Email:			
Jurisdiction applying to:	Choose	v	
Type of Application:	Choose	v	
After completing this form, click the submit button below. The subsequent screen will display your login information. Follow the link shown to log in and begin your application. Please record your login information. Login information will also be emailed to the email address given.			
Request an Account			

- 3. A screen with a new Log In/User ID and Password will appear.
 - a. Make sure to write the information down for future reference.
 - b. An email with your new user Log In/User ID and Password will be sent to the Contact email address that you entered in the “Request an Account” screen (see #2 above).
 - c. There is only one (1) Log In/User ID per agency, so share with persons that need to access this site.



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[Logout](#)

Thank you for your interest in applying for FY2023 funding from the City of San Leandro. Here is your User ID and Password. Please note that only one user id is required for each agency. Please share this information with any other needed users in your agency.

Your User ID is:
 Your Password is:

[Click here](#) to return to the main login screen and apply for 2023 funding, at www.citydataservices.net.



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- Go back to the main page of the CDS website (www.citydataservices.net) and use this Log In/User ID to get started on your application. After you login you will be directed to the main login screen where you will click “Apply for FY 2023.”



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You are working in FY 2022/23

Change to [FY 2021/22](#)

Community Services

To view your reports, click on the link in the “Next Report” column.

Agency	Program	Exp Sum/RFR	Next Report	Application	Monitoring Visit	Last Agency Update	Last Staff Update
2023/24 Draft Applications <input type="text"/>	<input type="text"/>		None	None	Apply for FY 2023		

- For **Agencies that have received City of San Leandro funds and have used CDS in the past year,**

- Use your existing Log In/User ID and Password to access the CDS application portal. Once Logged-in, click on the button in the upper right “Create a new FY 2023-25 Application.”
- For existing agencies, this section will populate with information from your last year’s grant. To do this, go to the first question “I. GENERAL INFORMATION” and enter your “Organization Name” then click “Save and Continue.” If your Organization information does not populate or information has changed since your last application, then revise those fields with the correct information.

Make sure to click “Save and Continue” frequently!