

**CITY OF SAN LEANDRO  
COMMUNITY ASSISTANCE GRANT PROGRAM (CAP)  
REQUEST FOR PROPOSALS**

**TWO YEAR FUNDING CYCLE  
FY 2015-2016  
FY 2016-2017**



**Issued by:**

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

**CONTACT:**

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Recreation and Human Services Manager**

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## **SECTION I**

### **GENERAL INFORMATION**

#### **A. Introduction:**

The Community Assistance Grant Program (CAP) provides financial support to non-profits providing social services and programs for individuals and families living in San Leandro. The City of San Leandro is issuing a Request for Proposal (RFP) for the two-year funding cycle covering fiscal years 2015-2016 and 2016-2017. CAP is funded with federal Community Development Block Grant (CDBG) funds the U.S. Department of Housing & Urban Development (HUD) annually allocates to the City. Second year funding is contingent on available funds. The Human Services Commission and staff will review each proposal, assess the program eligibility and make funding recommendations to the City Council.

#### **B. Guidelines for the Distribution of Community Assistance Grant Funds**

Proposals will be evaluated using the following funding guidelines:

##### Primary Funding Criteria:

1. Service Must Meet a Critical Basic Need
  - Critical Basic Need = Food, Shelter, Mental Health, 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. 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. Minimum Grant = \$10,000
8. Does the Agency have a track record of providing quality service?
9. Does the Agency have the fiscal capacity to fulfill CDBG requirements?
10. The Human Services Commission and staff will take a fresh look at each proposal and will not focus on historical funding.
11. Does the grant help to leverage other funds?
12. 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 \$250,000 comprised of CDBG and Community Investment funds for FY 2015-16 to support social service programs. Second-year funding (FY 2016-17) will be evaluated based on available funding and compliance with grant requirements.

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

- Agencies receiving grant funds will be required to submit quarterly reports 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 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. Provide eleven (11) copies of 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 **Monday, January 5, 2015 by 5:00 p.m.** Hand delivery of the proposal is strongly encouraged. For questions, contact Breyana Riggsbee at (510) 577-3463, [briggsbee@sanleandro.org](mailto:briggsbee@sanleandro.org).

**Submit the Proposal to:**

**Breyana Riggsbee  
Recreation and Human Services Department  
City of San Leandro  
835 East 14<sup>th</sup> Street, San Leandro, CA 94577**

**SECTION II**  
**SELECTION PROCESS**

**(See Timeline for Dates and Times)**

1. All proposals must be received by the San Leandro Recreation and Human Services Department, 835 East 14<sup>th</sup> Street, San Leandro, CA 94577 by Monday, January 5, 2015 by 5:00 p.m. ABSOLUTLEY NO PROPOSALS WILL 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 presentation before the HSC at an arranged time. 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. Approximately ten (10) minutes per proposal will be allotted.
5. The HSC will discuss its preliminary recommendations at the February Human Services Commission meeting. If a special meeting is needed to prepare the recommendations, applicants will receive notice of the meeting. The Human Services Commission meetings are open to the public. It is not mandatory for the applicants to attend.
6. Final recommendations of the HSC will be forwarded to the City Council. Should staff's recommendation differ from the Commission, these differences will be addressed in the staff report submitted to City Council.
7. The City Council will consider the final funding recommendations.

**SECTION III**  
**TIMELINE - Last Revision 10-13-14**

10/22/14 Regular Meeting of HSC, 7:00 p.m., Sister Cities Gallery Room – HSC Reviews and Adopts CAP Grant Applications

11/26/14 Cancelled - Regular Meeting of HSC

12/1/14 Community Assistance Program Request for Proposal (RFP) Application Packet Released.

12/12/14 RFP Review Meeting, 10:00 am, Sister Cities Gallery Room, City Hall - All applicants are invited to attend. Staff will review grant process and answer questions.

12/24/14 HSC meeting cancelled due to holiday.

01/05/15 Application Packet Due, no later than 5:00 p.m., Recreation and Human Services Department, City Hall, 835 East 14<sup>th</sup> Street, San Leandro.

01/12/15 Proposals Distributed to HSC.

01/28/15 Regular Meeting of HSC, 7:00 p.m., Sister Cities Gallery Room, City Hall – HSC formulates questions regarding applications.

02/02/15 HSC Questions Sent to Agencies. Applicants should be prepared to answer the questions at the Applicant Presentations.

02/07/15 (Saturday) Applicant Presentations, by appointment, City Hall, South Offices Conference Room.

02/10/15 Site Visits as needed. Scheduled during week of February 10, 2015.

02/18/15 **Special Meeting of HSC** 7:00 p.m., Sister Cities Gallery Room – HSC adopt funding recommendations. (to replace Regular Meeting of HSC on 02/25/2015)

TBD Special Meeting of HSC, 7:00 p.m., Sister Cities Gallery Room – HSC formulates funding recommendations. (As needed).

02/25/15 Cancelled - Regular Meeting of HSC

03/04/15 HSC Recommendations Forwarded to Applicants.

03/09/15 Recommendations forwarded to Community Development Department for City’s Annual Action Plan (pending appeals).

03/13/15 Deadline to submit appeal.

03/16/15 City Council Meeting, 7:00 p.m., Council Chambers, City Hall – Draft FY 2015-2017 Annual Action Plan to City Council. (Action Plan includes CAP funding recommendations.)

03/25/15 Regular Meeting of HSC, 7:00 p.m., Sister Cities Gallery Room – Appeals Hearing (As needed).

03/27/15 Final Recommendations forwarded to Community Development Department for City’s Annual Action Plan

04/20/15 City Council Meeting, 7:00 p.m., Council Chambers – City Council approve FY 2015-2017 Annual Action Plan.

05/15/15 FY 2015-2017 Annual Action Plan due to HUD.