

General Information and Requirements

BeautifySJ Grant Program (previously known as CAP Grants)

Release date: August 18, 2017

Applications due via WebGrants:

Thursday, September 21, 2017

Timeline	
PART I - Overview, Funding Process, Compliance, and Final Reporting	
<ol style="list-style-type: none"> 1. Introduction 2. Entry Criteria 3. Neighborhood Association/Property Owner Association Definitions 4. How Much is the Grant Award 5. Matching Funds 6. Scope of Work 7. Project Categories 8. Selection Process 9. Term of Agreement 10. Performance Reporting 11. Objections and Protests 12. Grounds for Disqualification 13. Final Awards and Grants 14. Conflict of Interest 15. Public Nature of Proposal Material 	
PART II - Submission and Application Instructions	
<ol style="list-style-type: none"> 1. Pre-Proposal Workshop 2. Proposal Submission 3. Questions and Answers 4. Budget Definitions 5. Ineligible Grant Expenses 	
PART III - Narrative Questions	
<ol style="list-style-type: none"> 1. Project Overview 2. Implementation 3. Outcome Measurement 4. Past Success 	
PART IV - Evaluation Criteria	
<ol style="list-style-type: none"> 1. Categories/Category Weight 	

TIMELINE		
Activity	Description	Date
Release of Funding Opportunity	Grant Application will be available via WebGrants http://grants.sanjoseca.gov/index.jsp	Friday, August 18, 2017
Pre-proposal Workshop	Pre-Proposal Workshop Hank Lopez Community Center 1694 Adrian Way San José, CA 95122	Thursday, August 24, 2017 6:00 - 7:00 p.m.
Post-Workshop Q&A	All questions posed during the workshop, and their responses, will be posted under the “Addendum” link in WebGrants	Thursday, August 31, 2017
Q&A	Deadline for submitting all other questions after the Pre-Proposal Workshop (via e-mail to Alex Niles at alex.niles@sanjoseca.gov)	Friday, September 1, 2017
Final Q&A Responses Posted	Responses to all other questions posed after the Pre-Proposal Workshop will be posted under the “Addendum” link in WebGrants	Thursday, September 7, 2017
Proposals Due	Completed proposals are to be submitted online via WebGrants. LATE, E-MAILED, FAXED, OR INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED.	Thursday, September 21, 2017 at 4:00 p.m.
Objections	Any objections as to the <u>structure, content or distribution</u> of this Grant Application must be submitted in writing prior to the grant proposal due date.	Thursday, September 21, 2017 at 4:00 p.m.
Grant Award Announcements	Announcement of awarded Grantees. Applicants will be notified via e-mail.	Friday, October 13, 2017
Required Documentation Due	Submitted online via WebGrants: <ul style="list-style-type: none"> List of active Board Members with home addresses; Copy of the By-Laws of your neighborhood group/organization 	Thursday, September 21, 2017 at 4:00 p.m.
Grant Service Period Begins	Start of BeautifySJ-funded services	October 14, 2017

PART I: OVERVIEW AND FUNDING PROCESS

1. INTRODUCTION

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:

- Engage with neighbors to reduce trash, graffiti, and other sources of blight,
- Organize neighborhood beautification projects that improve neighborhood conditions,
- Collectively create a cleaner, safer, and more vibrant City,
- Organize and conduct activities that address issues important to neighborhood quality of life, by creating cleaner, safer, and more engaged neighborhoods, and
- Conduct activities that build or strengthen the neighborhood organization.

2. ENTRY CRITERIA

To be considered for a BeautifySJ grant, applicants must meet all ENTRY CRITERIA at the time of submitting their applications. Submitted applications must be responsive to all proposal instructions and meet minimum eligibility requirements. *Applicants who do not meet all entry criteria and minimum eligibility requirements will not be considered, and evaluation of the application will NOT be made.*

To be eligible to apply for BeautifySJ funding, your group must be neighborhood-based, located within the City of San José, **involve resident volunteers** living in the neighborhood, and meet the following conditions:

- Be a neighborhood association, property owner association, or a tenant association with a record of resident participation, that operates, free of charge, working to improve the neighborhood;
- Have an open bank account in the name of the association;
- Provide a list of Board Members with home addresses **and** a copy of the Bylaws **or** minutes of the last meeting with the application. Organizations without active Board Members will be deemed to be an inactive organization and not eligible for a BeautifySJ Grant.

3. NEIGHBORHOOD ASSOCIATION/ PROPERTY OWNER ASSOCIATION DEFINITIONS

- A **Neighborhood Association** is a voluntary organization of residents within the city of San José in the same area (for the purposes of this application, street, creek, or other physical boundaries defined by the group are considered to be an “area”) that works

together to improve and maintain the quality of life in the neighborhood. This does not include business owners or people who work in the area.

- **Property Owner Associations** are eligible if they are working closely with their tenants, including them in meetings and project planning. This grant will fund items and activities that build community cohesion; it will NOT fund items that are the owner's responsibility, such as physical improvements.

The following entities are NOT ELIGIBLE to receive BeautifySJ funding:

- Government Agencies
- Non-profit businesses and business associations who do not fit the definition of a neighborhood association or property owner association as defined above
- Private for-profit businesses, business associations, neighborhood business districts, and corporations
- Applicants with outstanding or incomplete CAP grants from cycles 29 and older
- Applicants with funded CAP grants in cycle 30 are eligible to apply; however, disbursement of any funding in BeautifySJ Cycle 1 will be contingent on all reporting and class requirements of CAP grant cycle 30 being complete at the time of funding as agreed in the Memorandum of Understanding.

(NOTE: Applicants should contact the PRNS Grants Unit if they are uncertain of their organization's status. Status is **not** subject to appeal).

4. HOW MUCH IS THE GRANT AWARD?

Each organization will be eligible to receive up to \$5,000 in grant funding for beautification projects. The minimum grant award is \$300. Organizations may use one application to propose multiple projects.

5. MATCHING FUNDS

Organizations are required to provide 50% of the amount of the grant award in matching funds, through volunteer labor (valued at \$23.50/hour) or funds from another source.

6. SCOPE OF WORK

Grant funding activities will fulfill the following scope of work:

1. Organize and conduct beautification projects in public spaces that improve neighborhood conditions and reduce blight, or
2. Organize and conduct activities that address issues important to neighborhood quality of life, by creating cleaner, safer, and more engaged neighborhoods, or
3. Conduct activities that build or strengthen the neighborhood organization.
4. Ongoing or routine repair/maintenance do not qualify for this program.

7. PROJECT CATEGORIES:

Projects funded by BeautifySJ will include, but not be limited to, projects that fall into the categories listed below:

- **Adopt-A-Park**
 - **Examples of Projects:** Neighborhood groups that are ready for a one-year commitment are encouraged to Adopt-A-Park, to help with picking up litter, removing graffiti, removing weeds, and trimming bushes.
 - **Permitting/Additional Info:** Contact Mollie Tobias at Mollie.Tobias@sanjoseca.gov for more information.

- **Landscaping**
 - **Examples of Projects:** Plantings and landscaping in public spaces.
 - **Permitting/Additional Info:** Once your project is approved, your organization should contact the City to identify any permits that may be required for your project.

- **Garden Spots**
 - **Examples of Projects:** 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.
 - **Permitting/Additional Info:** You may apply for a grant before or after you have secured your spot and received approval for the landscape design. Once accepted, a landscape design is submitted to the parks department for approval. Contact Mollie Tobias at mollie.tobias@sanjoseca.gov to get approval for the spot you would like to garden.

- **Neighborhood Clean-Ups**
 - **Examples of Projects:** Dumpster Days, Litter Pick-Ups, Graffiti Abatement
 - **Permitting/Additional Info:** For litter pick-ups and Graffiti Abatement, the City may provide needed supplies such as vests, litter sticks, gloves, garbage bags, solvent, rags, sponges, etc. The City will help to coordinate the pick-up of litter bags. For more information, please contact annie.gambelin@sanjoseca.gov or call (408) 975-7181

- **Neighborhood-Led Events**
 - **Examples of Projects:** National Night Out, Cultural Festivals, Community Building Events, public safety activities, neighborhood celebrations, community projects, etc.
 - **Permitting/Additional Info:** Permitting requirements will vary greatly by event.

- **Neighborhood Organization Support**
 - **Examples of Projects:** 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**
 - **Examples of Projects:** Your neighborhood group can work with Volunteer Management Unit to choose a project based on the number of participants and the work that is needed.
 - **Permitting/Additional Info:** The City will provide the tools, supplies, and training. Events are usually three to four (3-4) hours in length. Volunteer events can be arranged on either a Saturday or a Sunday. Grant funding can be used to provide event support for the neighborhood park volunteer event, as the City will provide tools and supplies. Contact Mollie Tobias at mollie.tobias@sanjoseca.gov to select a date and project.

- **Public Art**
 - **Examples of Projects:** Public Art may include murals, traffic signals/light boxes, or other projects
 - **Permitting/Additional Info:** Public art will be subject to approval by the Public Art Committee (see schedule here: <http://www.sanjoseca.gov/index.aspx?NID=4221>). **Artist Contract:** Artists must be willing to enter into this contract with the City: <http://www.sanjoseca.gov/DocumentCenter/View/25700>. **Public Art Mural Guidelines:** advertising, nudity, offensive language, religious and political imagery/symbols, or gang symbols/identifiers are NOT permitted on public property. Murals or other public art funded by this grant, regardless of the location, will be subject to same guidelines as public art. **Painting Requirements:** Surfaces must be cleaned and primed before painting. Drop cloths are to be used to protect ground. Any signs, numbers, windows, or identifying tags cannot be painted over (primarily this is only for utility boxes). Primer and paint used must be acrylic, non-toxic, and exterior rated. Finished painting must be clear coated with a UV Anti-Graffiti clear coat.

8. SELECTION PROCESS

City staff will pre-screen all proposal submissions for eligibility. A review panel consisting of individuals who have an understanding of the needs of the community will rate all proposals. The City reserves the right to interview applicants prior to making its selections. The City also reserves the right 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. The City reserves the right to accept a proposal in full or to reject all proposals.

9. TERM OF AGREEMENT

The term of this agreement will be effective October 14, 2017 through October 31, 2018. All services must be completed by September 30, 2018. In the event a project is not completed by September 30, 2018, the grantee may submit a contract amendment request, which is subject to approval by the City.

City staff will work with selected service providers to develop grant agreements. The standard terms and conditions are detailed in the attached Memorandum of Understanding.

10. PERFORMANCE REPORTING

All grantees must submit a Mid-year Progress Report and a Final Report that includes a description of the activities, photos of the event or beautification project, and receipts (or copies) for the eligible expenses. Specific reporting requirements will be outlined in the Memorandum of Understanding. Any unspent funds must be returned to the City.

11. OBJECTIONS AND PROTESTS

Any objections as to the structure, content or distribution of this Grant Application must be submitted *in writing* prior to the grant application due date by e-mail to Alex Niles at alex.niles@sanjoseca.gov. Objections must be as specific as possible, and provide a description and rationale for the objection.

12. GROUNDS FOR DISQUALIFICATION

All applicants are expected to have read and understood City Council Policy 0-35 on Procurement and Contract Process Integrity and Conflict of Interest, adopted on February 6, 2007. A complete copy of the policy can be found at:

<https://www.sanjoseca.gov/DocumentCenter/View/3830>

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

13. FINAL AWARDS AND GRANTS

The successful applicant will be mandated to comply with all the requirements outlined in this Grant Application and Memorandum of Understanding.

There are no appeals for funding decisions for this grant program.

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

It is the City's policy that the selected agency 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 contracted services.

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:

If awarded funding, GRANTEE 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.

If awarded funding, GRANTEE 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.

If awarded funding, GRANTEE shall not provide religious instruction or counseling, conduct religious worship or services, engage in religious proselytizing, and other religious influence in the provision of public services.

Awarded applicants must post the following to WebGrants with your application, or grant award may be revoked:

- List of active Board Members with home addresses;
- Copy of the By-Laws of your neighborhood group/organization

14. CONFLICT OF INTEREST

In order to avoid a conflict of interest or the perception of a conflict of interest, applicants selected to provide services under this Funding Opportunity will be subject to the following requirements:

Applicant(s) may not have any interest in any potential proposer for future City procurements that may result from the work performed under the agreement resulting from this Grant Application.

15. 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 records 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 portion(s) 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 a 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: SUBMISSION AND APPLICATION INSTRUCTIONS

1. PRE-PROPOSAL WORKSHOP

The pre-proposal workshop will be held on **Thursday, August 24, 2017** from **6:00- 7:00 p.m.** at Hank Lopez Community Center, 1694 Adrian Way, San José, CA 95122. Attendance at the pre-proposal workshop is not mandatory, but it is *highly recommended*.

2. PROPOSAL SUBMISSION

Applications must be submitted by 4:00 pm on Thursday, September 21, 2017. Completed applications can only be submitted online via WebGrants at <http://grants.sanjoseca.gov>. *Hard copy, paper, faxed, or e-mailed applications will NOT be accepted.* New users will be required to register before using WebGrants. The average time for registration to be complete is three (3) business days. Applicants are advised to plan accordingly so that applications are submitted far enough in advance to ensure complete submission prior to 4:00 p.m. on the date listed above. **Please note that WebGrants will not allow applications to be submitted any time after 4:00 p.m. on Thursday September 21, 2017.**

3. QUESTIONS AND ANSWERS

The City welcomes questions for this grant opportunity. Applicants may submit questions to Alex Niles at alex.niles@sanjoseca.gov. Any City response to this request will be made in the form of an addendum and will be posted on WebGrants at <http://grants.sanjoseca.gov/index.do>.

4. BUDGET DEFINITIONS

Applicant groups are expected to invest some of their own resources, either in the form of volunteer labor or cash from outside sources. Volunteer labor is valued at \$23.50 per hour. Skilled trained labor may be valued at its prevailing cost rate.

The budget must include an itemized breakdown of how the grant funds will be spent.

5. INELIGIBLE GRANT EXPENSES

GRANTEE shall **not** use funds for activities or items such as:

- Fiscal agent fees;
- Purchase of computers, software, cameras, gardening tools or equipment, or any other permanent equipment;
- Facility use fees for regular association meetings;
- Transportation costs or admission fees including the rental or purchase of vehicles;
- Gasoline;
- All items that will be gifted to residents/others with the exception of t-shirts with neighborhood name or logo related to an approved neighborhood event or activity (limit of \$15 per shirt);
- Gift cards, give-a-ways, prizes (raffle or game), handouts, and food not consumed at neighborhood event or activity;
- IRS or government fees;

- Ongoing bank fees;
- Neighborhood association insurance for regular meetings;
- Political campaigns and candidate forums, debates or meet-the-candidate events;
- Plants or improvements to property for individual property owners, businesses, or non-profits;
- Permanent playground equipment;
- Any activity with a religious message or theme;
- Contributions to the Family Giving Tree or any other charitable organization;
- Alcoholic beverages;
- Disposable cameras/film;
- Any food served at a restaurant. Takeout food from restaurants is eligible (limited to \$10 per person);
- Any event that requires payment for attendance. Events must be open to all residents inside the Neighborhood Association boundaries. A donation may be requested but cannot be required for attendance.

PART III: NARRATIVE QUESTIONS

1. **Project Overview:** Please describe in detail the activities and/or projects you propose. In your response, be sure to include:

- a. What you see as the most important needs/issues to be addressed in your neighborhood?
- b. What category/categories your project(s) fall into (See Section 6, Scope of Work above)
- c. Justification for the project, including the impact of the project and how it will benefit the public.
- d. Existing conditions of property, specific need and proposed beautification effort
- e. The roles that your group members played in the creation of the projects and goals.

2. **Implementation:** Provide details on how the proposed activities will be implemented, their viability, and the role the community will have to successfully complete the project(s).

3. **Outcome Measurement:** Describe how you will measure the outcome of the proposed activities. For example, detail how you will document improved neighborhood conditions (e.g., surveys, sign-in sheets, before and after pictures).

4. **Past Success:** Describe some success your group has achieved and how it has helped to build your group and make your neighborhood stronger. For example, describe an event or activity that your group sponsored and how many participants were involved and what the outcome of the event was.

PART IV: EVALUATION CRITERIA

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

Categories	Category Weight
Proposal Responsiveness – On-time submission and all required information has been submitted	Pass/Fail
Description of Proposed Projects in the Narrative Questions (PART III)	25
Proposed Budget	5
Maximum Points	30