City of Stockton logo

NOTICE OF FUNDING AVAILABILITY
for
COMMUNITY SUPPORT GRANT PROGRAM

==NOFA Community Support PDF Application==

Submit application and all attachments via email to: lana.lozano@stocktonca.gov

<u>Must reference in the Subject Line:</u>   Community Support NOFA Application

<u>Deadline for Submission of Project Concepts:</u>   September 12, 2022, by Noon (PT)

<u>Proposals turned in after the deadline and incomplete applications WILL NOT BE ACCEPTED.</u>

For information, please visit:
City of Stockton Economic Development Department
or call (209) 937-8539

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1. OVERVIEW

The City of Stockton (City) is issuing a Notice of Funding Availability (NOFA) for the Community Support Grant Program to provide grants to eligible organizations that can provide approved programs and activities that respond to various COVID-19 related community impacts. The goal of this program is to fund the delivery of services that help meet current unmet needs rooted in or escalated by the COVID-19 pandemic. Through this program subawardees will enter into a subrecipient agreement with the City to deliver various approved programs and activities. Funding for this program is made possible through the American Rescue Plan Act (ARPA).

During the pandemic the City partnered with several organizations and nonprofits to provide services in response to the COVID-19 pandemic in order to rapidly increase organizational capacity, respond to community needs, be creative, problem solve, and be nimble. Examples include the issuance of 49 grants through the September 2020 Community Support NOFA, a youth homeless shelter at the Children's Home of Stockton (CATALYST), food distribution support, and many more. The funding for many of these critical programs is expiring. This Community Support Grant Program NOFA will allow the City to award funds for existing successful programs, the development of new programs, and to create opportunities to partner with local organizations and non-profits.

The recently published 2021 Economic Impact Report of San Joaquin County's Nonprofits reported more than 2,500 nonprofits in the County. More than 70% of these nonprofits had an annual revenue of less than $50,000. The overall impact to the community is substantial, however, there is significant room to grow. The City has a vested interest in supporting the development of the network of local organizations and nonprofits that serve a diverse group of needs, such as, adding to the quality of life; cultivating and activating an army of volunteers; serving hard-to-reach populations; and contributing to the economic health of the overall community.

The American Rescue Plan Act (ARPA), which became effective in 2021, provides funds to eligible state, local, territorial, and tribal governments. The goal of these funds is to help communities recover from the COVID-19 pandemic. The City of Stockton was selected to receive ARPA funding, and the funds were allocated for projects to help support COVID-19 economic recovery efforts for the Stockton community. Stockton's ARPA funds have been allocated to support a wide variety of locally determined needs, including the allocation of up to $2.7 million for this Community Support NOFA.

The City intends to issue grant awards from $50,000 - $500,000 to approved applicants. The City is interested in selecting one or more qualified organizations with the ability to establish or continue providing an existing community support program.

For a full description of the City's planned ARPA allocations please visit:
https://www.stocktonca.gov/government/departments/manager/ARP/default.html

Guiding Federal Regulation for this project and Coronavirus State and Local Fiscal Recovery Funds (SLFRF) and this Grant Project:
- Final Ruling: SLFRF-Final-Rule.pdf (treasury code)
- Reporting and Compliance: SLFRF Compliance and Reporting Guidance (treasury.gov)

2. ELIGIBILITY

2.1 Eligible Applicants

- Community-Based and Business-Oriented Non-Profit Organizations that fill an existing community need
- Organizations that have shown demonstrated success in responding to a community need

2.2 Eligible Focus Areas

The following are suggested, approved, and/or existing focus categories:

Housing, Homeless, Shelter Programs and Services, including but not limited to:
- Shelters
    - Renovations, improvement, technology upgrades and expanded operations
- Food Distribution and Delivery
    - Renovations, improvements, mobile farmers markets, nutrition education

Youth Programs, including but not limited to:
- Providing programs/services that support youth, including but not limited to sports, education, hygiene, fitness, nutrition, and mental health

Small Business Support, including but not limited to:
- Providing programs/services that support small businesses and entrepreneurs
    - Workforce development programs
    - Place-based activation and event

Other programs that meet ARPA guidelines, including but not limited to:
- Programs that demonstrate capacity to serve low-income households and drive equitable recovery to the pandemic

2.3 Eligible Program Costs

Program costs are limited by ARPA funding parameters. The City anticipates the following are eligible program costs:
- Office space and communal workspace costs such as rent and utilities
- Supplies such as printing, small office equipment, etc.
- Staffing costs, including consultants
- Marketing and training costs
- Program delivery costs

3. TIMELINE

NOFA Release Date	August 8, 2022
NOFA Application Submission Deadline	Noon (PT), September 12, 2022
Award Notification	September 2022

To be considered for funding, <u>all sections of this application, including attachments and exhibits, must be complete, accurate and submitted by the deadline</u>. The application will may only remain available beyond September 2022 if funding is available. The process and timeline can be adjusted at any time at the discretion of the Director of Economic Development.

4. APPLICATION PROCESS

4.1 Deadline for Applications

Applications may be submitted by agencies, organizations, non-profits, and partnerships.

Applicants shall complete and submit one (1) application packet for each project/program and all required attachments to lana.lozano@stocktonca.gov.

Applications must be <u>submitted</u> by Noon (PT), Monday, September 12, 2022.

Applications received after the deadline will not be considered, unless the City has already considered all applications which were submitted timely, and funding remains available.

4.2 Application Forms

Applications are available online at <mark>NOFA Community Support PDF Application</mark>. For program information or application assistance, contact the City of Stockton Economic Development Department at 209-937-8539 or Economic.Development@stocktonca.gov.

4.3 No Guarantee

This NOFA is a competitive funding opportunity. Applying for this NOFA does not guarantee funding. The City reserves the right not to fund applications. The City reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this application process. If such an action occurs, the City will notify all interested parties. The cost of preparing proposals for the City shall be borne by the applicant and shall not be reimbursed by the City. Applications received by the City will not be returned.

4.4 Application Components

Prepare and submit all items (application packet) described below in Sections 4.4.1 - 4.4.5.

4.4.1 Organization Information
Describe the applicant's experience and need to develop and operate the proposed program. At a minimum, this section must include the following:

- ✓ Statement of interest in receiving a Community Support grant

- ✓ COVID Impact: How the organization has been impacted by COVID

- ✓ Description of the community need and how the program addresses it.

- ✓ Mission: Give a brief overview of the organization's history and describe how the Program fits within the organization's mission and current program configuration.

- ✓ Experience: Describe the organization's experience in creating and implementing successful programs that serve the targeted audience.

- ✓ Previous City Grant Funding: For organizations that previously received grant funding City of Stockton, please provide detailed information on how the funds were used, the timeline in which they were used, and if the grant was fully expended.

- ✓ Confirmation of review of City insurance requirements (See Section 6.1 Insurance)

4.4.3 Program Narrative

Section A: Agency Capacity to Develop Program
✓ Capacity: Describe the organization's ability to complete the proposed services and the ability to sustain the program after the City grant concludes. Describe the basic organization and management structure of the agency, and any proposed partners or sub-vendors. Include the system in place to manage financial accounting and ensure adequate oversight and management of fiscal systems.

✓ Program Lead(s): Provide brief biographical statements attesting to the capacity of the program team to complete a development program on the scale proposed. Name all program leads and include resumes as attachments.

Section B: Program Vision and Implementation Plan
Describe the applicant's recommended approach to developing and providing the proposed program. At a minimum, this section must include the following:

✓ Services: Describe the available services the program will provide for the targeted audience, method of delivering services, and approach to outreach.

✓ Approach to Services: Provide a summary of the organization's approach to providing service. Describe the organization's commitment to delivering services with cultural competency and how organizational policies, procedures, and program philosophies reflect a value for equity and inclusion.

✓ Operations: Describe key operating practices including proposed hours of operations, proposed location, and testament of site control and staffing plan.

✓ Implementation Plan: Describe how the organization plans to implement the proposed program. Describe the start-up process and any necessary work needed to engage partners, leverage services, and build relationships within the community.

✓ Outcomes: Provide an overview of how the organization anticipates measuring the impact of the program. For example, the number of individuals served, number of businesses served, number of meals provided, etc.

Section C: Approach to Equity and Non-Discrimination
✓ Commitment to Equity: Describe how a commitment to equity and inclusion is reflected in organizational mission, vision, values, policies, and practices, including hiring practices.

Section D: Program Readiness
✓ Describe the organization's launching for standing up the program and when it would be operating at full capacity.

4.4.4 Required Forms

✓ **Tax Status**: If the organization has a 501(c)(3) status, submit one of the following verifying documents:

   o Determination letter from the U.S. Internal Revenue Service, confirming 501(c)(3) status of organization.

   o Letter from the California State Franchise Tax Board certifying tax exempt status of the

organization.

- ✓ **Board of Directors Roster**: A current roster of the organization's officers and members of its Board of Directors, which includes their name, position held, address, telephone number, and current employers.

- ✓ **Business License/Use Permit/State License** (as applicable): Valid City of Stockton business license and any additional documentation for all that are relevant to the organization.

- ✓ **Organizational Staffing Chart**: A staffing chart that identifies who will be responsible for all aspects of the proposed projects.

- ✓ **Unique Entity Identifier (UEI)**: A UEI is required for each organization that receives federal funding. Numbers may be obtained at www.SAM.gov.

Complete the required forms, which are found in Section 7. Attachments:
- ✓ Form A: Applicant Summary
- ✓ Form B: Preliminary Budget
- ✓ Form C: Program Schedule

4.4.5 Demonstration of Financial Capacity

The applicant is advised to work with its finance manager or accountant to prepare financial reports.

- ✓ A letter or statement from the accountant or accounting firm attesting to their due diligence review of the financial statements is required.

- ✓ Operating budget

- ✓ If possible, provide a program budget for a similar program the organization has administered ought

5. EVALUATION

5.1 Evaluation Criteria

Evaluation Criteria	Points Possible
Agency Capacity to Develop Program Qualifications of the organization, overall experience, partnerships, ability to manage budget and expenses of the program on a cost reimbursement basis	**25%**
Program Vision, Implementation, and Approach to Equity and Non-Discrimination City of Stockton objectives should strongly be considered and act as a guide as well as adherence to the values of non-discrimination, equity, and inclusion	**35%**
Analysis of Program Readiness Suitability and demonstrated ability to implement without delay	**15%**
Projected Program Budget and Demonstration of Financial Capacity	**25%**
Interview / Ability to Develop Agreement (Pass/Fail)	

5.2 Evaluation Process

Economic Development Department staff will review and score all responsive applications

according to Section 5.1 Evaluation Criteria.

6. ADDITIONAL INFORMATION

6.1 Insurance

Applicant, at Applicant's sole cost and expense and for the full term of the resultant contract or any extension thereof, shall obtain and maintain at least all the insurance requirements listed on the City's website at: City of Stockton Insurance.

It is the Applicant's responsibility to review the insurance requirements. Submission of an application serves as an agreement to obtain and maintain all necessary insurance.

All coverage shall be provided by a carrier authorized to transact business in California and shall be primary. All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City to Stockton as to form and content. These requirements are subject to amendment or waiver.

Maintenance of proper insurance coverage is a material element of City contracts, and failure to maintain or renew coverage or to provide evidence of renewal may be treated as a material breach of contract.

The Applicant shall assert that these insurance requirements will be met as part of their proposal response. Failure to comply with these insurance requirements may result in a proposal being deemed unresponsive. Applicant shall satisfy these insurance requirements concurrently with the signing of the contract prior to commencement of work. It is strongly suggested that insurance requirements be reviewed with Applicant's broker to ensure any additional costs are included in the proposal pricing component.

6.2 Confidentiality

If Applicant believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the Applicant must so specify by, at a minimum, stamping in bold red letters the term "CONFIDENTIAL" on that part of the proposal which the Applicant believes to be protected from disclosure.

The Applicant must submit in writing specific detailed reasons, including any relevant legal authority, stating why the Applicant believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The City will be the sole judge as to whether a claim is general and/or vague in nature.

All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. The Applicant is hereby put on notice that the City may consider all or parts of the offer public information under applicable law even though marked confidential.

6.3 Supportive Information/Resources
- ✓ Submit the application before the deadline. The City is not responsible for computer, Internet, network, program, file, and email issues. It is advisable to allow enough time for

slow connections and such. If a slow connection or any other issues cause an application to be received after the deadline, the City will deem the application non-responsive.

✓ Answer all questions completely. Include as much information as possible (such as cost estimates and accomplishments to date) – without exceeding any noted page limits.

✓ Davis-Bacon: Please note that all federally funded construction program are subject to Davis Bacon prevailing wage requirements. For further information about Davis Bacon wages call 209-937-8359. This is for construction program only.

✓ Leveraging funds: Budgets should reflect all sources of leveraged financial sources of funds. The availability of other resources in the community is a very high priority for the City. We suggest applicants be aware of and pursue other larger funding resources, if/when applicable.

✓ Funds must be used by deadline: Given the federal timeline requirements for the use of funds, the City will only consider funding programs that are ready to promptly begin operations and can demonstrate they can complete the program within in the timespan of the grant agreement.

✓ Payments against allocated funds: Funding is administered on a reimbursement basis. Any costs incurred before the execution of contractual agreements with the City of Stockton will not be paid per federal regulations.

✓ Attachments: Remember to include all the required attachments. Letters of recommendation or endorsement are not required.

7. ATTACHMENTS

7.1 FORM A – APPLICANT SUMMARY

Part 1. Applicant Information

Agency Name: _____

Agency Address: _____

Stockton Business License #: _____

Federal Tax ID #: _____   **UEI #:** _____

Organization Type: ❏ Corporation ❏ LLC ❏ Partnership ❏ 501c-3 ❏ Other

Part 2: Contact Information

Director Name: _____   **Title:** _____

Phone: _____   **E-Mail:** _____

Program Manager: _____   **Title:** _____

Phone: _____   **E-Mail:** _____

Part 3: Funding Request

Proposed Program Name: _____

Total Program Cost: _____

Total Funds Requested: _____

Part 4: Applicant Signature
Submit original signature of applicant's authorized official, in blue ink.

Name: _____

Title: _____

Signature: _____

Date: _____

7.2 FORM B – PRELIMINARY BUDGET

COSTS (ESTIMATE)	
Program Start-up costs (one time)	
TOTAL START-UP COST	
Ongoing Program Operational Costs	
TOTAL COST	
TOTAL PROGRAM COST	

Budget Signature

Submit original signature of applicant's authorized official, in blue ink.

Name: _____

Title: _____

Signature: _____

Date: _____

7.3 FORM C – PROGRAM SCHEDULE

Include a detailed timeline for completion of major activities related to the project. Identify all key aspects of the proposal. Assume that City funds will be awarded in <u>September of 2022.</u>

List each task for the project in chronological order. Enter a projected completion date and responsible party for each task.

PROGRAM SCHEDULE		
Task	**Projected Completion Date**	**Responsible Party**

End of
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