



OFFICE OF THE CITY MANAGER

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October 1, 2022

COMMUNITY SOCIAL SERVICES GRANT REQUEST FOR PROPOSALS

START DATE: OCTOBER 3, 2022

CLOSE DATE: NOVEMBER 4, 2022 AT 5PM

PROGRAM DESCRIPTION

The City of Seaside has budgeted \$500,000 in the 22/23 fiscal year to enhance community and social services. Enhanced services in realms including, but not limited to, education, recreation, social work, public health, public safety, mental health, youth development, elder care, community building and restoration, and homeless and housing advocacy are eligible for funding.

The funding in the present fiscal year is tied to significantly increased community and social service needs related to current circumstances. Funded projects will have a grant period running to December 31, 2023. Given the City's own extraordinary financial challenges, there is no guarantee that program funds may continue past December 31, 2023. The City expects to fund multiple service enhancements, with a focus on established and or grass-roots Seaside community-based organizations.

ELIGIBILITY REQUIREMENTS

Eligible Applicants. Eligible applicants are public or private nonprofit organizations including community-based organizations (CBO) and faith-based organizations serving Seaside residents. Grass-roots organizations which are not officially recognized as a non-profit should align with an established non-profit to apply.

Funding and match requirements. The City of Seaside will make up to \$500,000 available to community-based organizations over the grant period. CBO's can request funding up to an amount not to exceed \$100,000. Applicants are urged to propose cost-effective projects that meet a significant and timely community need and/or impact a substantial number of individuals. The City may request changes in proposed budgets in order to optimize community outcomes.

To receive maximum points for cost-effectiveness, applicants must propose a cash and/or in-kind match of at least 10%. Program funds can be used to supplement existing funds

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dedicated to the project but may not replace (supplant) funds that have been appropriated for the same purpose.

Reporting requirements. Successful applicants will be required to submit quarterly reports to the City of Seaside. This includes descriptions of special events, significant activities, major accomplishments, and quantitative information on the number of service hours, participants served, people completing or leaving the program, and other information as needed. Successful applicants will also be required to participate in a comprehensive evaluation of the program and present a status report to the City no later than December 2023.

Insurance. The City of Seaside requires that individuals and firms that contract with the City for services file a certificate of insurance prior to the execution of the contract agreement. Depending on the relationship between the City and the program recipient, the successful respondent may be required to maintain a general liability insurance policy, broad form, of at least \$1,000,000 and provide an endorsement naming the City as an additional insured for liability and workers compensation.

SELECTION PROCESS

The City of Seaside will select community-based projects through an open and competitive process. Submittal of a proposal through this process is not a binding agreement or a guarantee for funding. An ad-hoc committee of professionals will review applications and make recommendations to the Seaside City Council. The Seaside City Council and only the Seaside City Council will approve contracts for services under this program. Information necessary to prepare a proposal to the City is provided below.

Proposal Due Date. The proposal must be received by the City of Seaside by 5 p.m. on November 4, 2022. Proposals must be emailed to cssgrant@ci.seaside.ca.us.

PROPOSALS WILL NOT BE ACCEPTED AFTER THE DEADLINE.

In addition, corrections to the submitted proposal will not be accepted. The first proposal provided will be the only one considered by the committee.

Review process. Proposals will be reviewed by an ad-hoc Committee consisting of but not limited to city staff, community and social service professionals, and community residents.

Proposals will be rated on the following criteria:

Criteria	Maximum Points
Demonstrated project need, target population	30

Quality of and need for the practice or program proposed	20
Evidence that the program or practices are effective	10
Potential for maximum positive impact	20
Organization and staff experience and capabilities	10
Cost-effectiveness and funding match	10
Total	100

Presentations. CBO's with approved proposals will be asked to make a presentation to the ad-hoc committee.

Presentations guidelines:

- Five minutes in length and must outline the proposed project/program.
- First slide should have the title, date of presentation and name of the presenter.
- Formatted via PowerPoint / Six slides or less.
- Include page numbers / Font size is 24 or larger.

PROPOSAL REQUIREMENTS

Proposals are limited to three (3) single-spaced pages with 1" margins and 12-point fonts. Budget information and the cover sheet are excluded from this limit. The proposal should include the following sections:

I. Cover Sheet (not subject to the page limitations)

Include a cover sheet with the name of your proposed program, a brief summary of the program, your organization's name and address, and the name, phone number, and email of the contact person.

II. Background

Provide a Statement of the problem to be addressed, explaining why the proposed project is needed, what problem(s) it addresses, and who the target population will be. Explain why this problem (or problems) and target population have been chosen.

State the Goals and Objectives for the proposed project and, in instances where the project need is expected to continue past June 30, 2023, state how the project may be continued.

III. Proposed Activities:

Describe in detail the activities, project, or practice to be supported through City funding. Proposed programs and practices should be evidence-based, with their effectiveness demonstrated by causal evidence. Provide references for such evidence.

Include information on the annual number to be served, number of events to be held, etc. Include a brief timeline.

IV. Organizational Experience

Describe your organization and its experience relevant to your proposed project. Include information on the organization's ties to the community and work with community residents, other CBOs, and city and/or county agencies relevant to the proposed project. Explain your capabilities in meeting the reporting requirements of the grant.

Provide information on staff (position, experience) who will run the proposed program.

V. *Budget* (not subject to the page limitations)

Provide a budget, using the categories in the table below. Report amounts in whole dollars.

Line Item	City funds	Other funds	In-kind match	Total
1. Salaries and benefits				
2. Services and supplies				
3. Equipment				
4. Other				
Total				

To receive the maximum points for cost effectiveness, a 10% match is required from the community-based organizations, which may be cash, in-kind, or a combination of both. "Other" funds is considered income from a source other than City funds that is budgeted for the project. When used to augment the project, cash expenditures for items such as personnel, facilities, and supplies may be considered an in-kind match. In-kind match may also be non-cash outlay of materials or resources to support a portion of project activities. It may include non-cash outlay contributed by public agencies, private organizations, or individuals. Examples include donated office supplies, equipment, professional services, and volunteer time.

Provide sufficient detail in each line item to explain how City funds will be expended to implement and operate the proposed project. This detail should itemize costs as described below and include a brief narrative for each category to explain how they will be used and why they are needed for the proposed project.

1. Salaries: Provide the name or position of each staff person, the amount of time each will spend on the project, and their hourly rates.

Benefits: Provide information on the benefits received by each staff person and how they are calculated (e.g., FICA at 6.2% of salary).

2. Services and supplies: Itemize all services and supplies, such as office supplies, workshop materials, phone costs, printing and mailing, etc.
3. Equipment: Itemize all computers, furniture, and other equipment needed to perform the project activities.
4. Other: List other costs that do not fit into one of the above line items, such as rent, training, etc.

VI. Proof of Non-Profit Status (not subject to the page limitations)

Failure to provide proof of non-profit status or alignment with an established non-profit will disqualify your application.

OTHER REQUIREMENTS

Disqualification. Factors such as, but not limited to, any of the following may be considered just cause to disqualify a response to the RFP without further consideration:

- A. Evidence of collusion, directly or indirectly, among Respondents in regard to the amount, terms, or conditions of this proposal;
- B. Any attempt to improperly influence any member of the ad-hoc committee reviewing proposals;
- C. Existence of any lawsuit, unresolved contractual claim or dispute between Respondent and the City;
- D. Evidence of incorrect information submitted as part of the RFQ;
- E. Evidence of Respondent's inability to successfully complete the responsibilities and obligations of the proposed scope of work; and
- F. Respondent's default under any agreement, which results in termination of the Agreement.

Non-Discrimination / Non-Preferential Treatment. Program recipients shall not discriminate, in any way, against any person based on race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, or any other protected classification in connection with or related to the performance of this program.

Prohibition of Gifts. City officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with the City, or proposing to do business with the City. The offering of any illegal gift shall be grounds to disqualify a proposed recipient. To avoid even the appearance of impropriety, respondents should not offer any gifts or souvenirs, even of minimal value, to City officers or employees.

QUESTIONS / CLARIFICATIONS

Contact information. All clarifications made by the City will be in writing and will be provided to all respondents. Questions concerning the RFP must be submitted in writing on or before October 14, 2022. The City will respond to those questions on October 21, 2022.

Questions concerning the RFP or proposal process must be submitted by email to:

Community Social Services Grant Staff

Email: cssgrant@ci.seaside.ca.us

Community Social Services Submission Checklist

11/29/2022

Applicant	Submission Date	Submission time	Funding Request	Proof of 501c3	Cover Sheet	Background	Proposed Activities	Organizational Experience	Budget	Previous Recipient of CSS Grant Funds	Notes
Building Healthy Communities	11/22/2022	3:25 PM	100,000.00	X	X	X	X	X	X	X (FY21/22)	
Community Homeless Solutions	11/22/2022	4:58 PM	84,062.00	X		X	X	X	X		Didn't submit cover sheet again on 11/22 submission, did submit with 11/4 deadline.
Community Human Services	11/21/2022	4:22 PM	100,000.00	X	X	X	X	X	X	X (FY19/20)	
Community Partnership for Youth	11/22/2022	3:36 PM	100,000.00	X	X	X	X	X	X	X (FY19/20 & 21/22)	
International School of Monterey	11/21/2022	4:59 PM	97,958.00		X	X	X	X	X		missing 501c3 documentation and cover letter
Meals on Wheels	11/10/2022	5:43 PM	50,000.00		X	X	X	X	X		missing 501c3 documentation
Milpa	11/22/2022	1:16 AM	55,000.00		X	X	X	X	X	X (FY19/20 & 21/22)	missing 501c3 documentation
Palenke Arts	11/18/2022	3:06 PM	100,000.00	X	X	X	X	X	X		
Road to Reality	11/22/2022	12:52 PM	65,000.00	X	X	X	X	X	X	X (FY 21/22)	
SNIP Bus	1/17/2022	2:37 PM	43,500.00	X	X	X	X	X	X		Submitted IRS Form 990
Sun Street Centers	11/15/2022	12:02 PM	50,000.00	X	X	X	X	X	X	X (FY19/20 & 21/22)	
Village Project	11/22/2022	9:53 AM	100,000.00	X	X	X	X	X	X	X (FY19/20 & 21/22)	Submitted Entity Status Letter
We Worship Collective	11/21/2022	7:31 PM	60,260.00		X	X	X	X	X		Collaboration with Greater Victory Temple submitted, while awaiting official 501c3 determination letter. Greater Victory 501c3 wasn't submitted...
World Out Reach Services	11/18/2022	12:30 PM	95,998.00	X	X	X	X	X	X		

14 Submissions

7 new applicants

1,101,778.00