

**CITY OF EAST PALO ALTO MEASURE C-A SPECIAL TAX TO FIGHT
CRIME THROUGH COMMUNITY PREVENTION AND LAW
ENFORCEMENT PROGRAMS.**

**CALL FOR PROPOSALS
FUNDING APPLICATION PACKAGE**

DATE ISSUED: May 19, 2010

DATE DUE: June 4, 2010

TIME DUE: 5PM

PLACE: 2415 UNIVERSITY AVENUE
2ND FLOOR CITY OFFICES
EAST PALO ALTO, CA 94303

WORKSHOP DATE:

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SPECIAL INSTRUCTIONS

- To be considered, ALL PROPOSALS must be submitted under the guidelines stated herein. **Incomplete or late proposals will not be accepted.**
- Do not include literature or attachments beyond that necessary to present a complete and effective PROPOSAL. **Do not bind copies.**
- All PROPOSALS must be submitted on forms provided and in a manner consistent with the instructions. PROPOSALS must be typed and single-spaced (except where there is reason to double space).
- Submit 25 copies of the PROPOSALS.
- The instructions in the CALL FOR PROPOSALS forms are intended to be self-explanatory.
- Applicants are advised to carefully read through all questions before responding. It is important to understand the precise information, which is being requested. Some of the questions may at first appear to request similar information.
- Applicants are advised to limit their descriptions to the space provided and to use 12pt font size to facilitate easy reading.
- Applicants must be available for a site/program visit by members of the Measure C committee and or city staff.

DUE DILIGENCE DOCUMENTATION CHECKLIST

Please provide the following documents as indicated:

	Required with Application	Required if awarded
1. Measure C Compliance Policies		
<ul style="list-style-type: none"> a. Signed Certifications as to the veracity of all information contained in the proposal. b. Board Certification/Resolution authorizing proposal submittal. c. Copy of by laws 	<ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> •
2. IRS document		
<ul style="list-style-type: none"> a. Copy of latest 990 (if required to file) b. 501(c)(3) determination letter or c. Copy of fiscal agent's 501(c)(3) determination letter (if necessary) 		<ul style="list-style-type: none"> • • •
3. Personnel Holdings		
<ul style="list-style-type: none"> a. List of Board Members including titles and addresses. b. List of staff members including titles 	<ul style="list-style-type: none"> • • 	
4. Financials		
<ul style="list-style-type: none"> a. Budget summary (includes # of clients served and staff client-ratio) b. Multi-Year organizational budget 	<ul style="list-style-type: none"> • • 	

c. Audit or Financial Review completed in the past two years	•	
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CITY OF EAST PALO ALTO MEASURE-C A SPECIAL TAX TO FIGHT CRIME THROUGH COMMUNITY PREVENTION AND LAW ENFORCEMENT PROGRAMS

CALL FOR PROPOSALS INSTRUCTIONS AND ELIGIBILITY STANDARDS

PURPOSE

The purpose of this CALL FOR PROPOSALS is to allow organizations providing crime and violence prevention services in East Palo Alto to submit a request for funding from the East Palo Alto Measure C Fund. A program for which funding is being requested must coincide with Measure C's goals, to be eligible for funding consideration. Such programs must address "crime and violence prevention services with an emphasis on youth and families. Services shall include preventive social services provided by the City of East Palo Alto or by adding capacity to community-based nonprofit programs with a focus on youth, ex-felons (formerly incarcerated individuals), [victims of] domestic violence and support for senior citizens." PROPOSALS submitted by nonprofit groups will be required to comply with the policies and procedures established by the East Palo Alto Measure C Fund which is described herein.

ELIGIBILITY

Groups applying for funding must meet the following eligibility criteria:

1. The group must offer services to "youth and families with an emphasis on youth, ex-felons [formerly incarcerated individuals], [victims of] domestic violence, seniors and families".
2. All groups/agencies applying for funding must be community-based nonprofit organizations in good standing or have a formally signed fiscal agency agreement with a community-based nonprofit organization in good standing.
 - a. The group or its fiscal agent must be incorporated as a community-based nonprofit organization and must be tax exempt (non-profits under Section 501c (3) or the IRS Code and Section 23701 d of the California Revenue and Taxation Code).

- b. A listing of board members including addresses must be provided.
- c. The organization must provide for adequate administration of the program to insure delivery of the services. The organization must provide that it has a written job description for all paid and volunteer staff positions and an organizational chart approved by the board. Normally one individual should be designated as the full time director of the organization.
- d. Every organization receiving funds from the City is required to assure in writing that it will conduct its business in compliance with the non-discrimination requirements of the City, State and Federal governments, as applicable. This means the organization agrees not to participate in any process that discriminates based on race, color, natural origin, sex, sexual orientation, age, handicapped status or religion. This prohibition against discrimination affects "employment" practices for the "employer" as well as the actual delivery of the services. Programs designed to meet specific needs may target its services to specific groups (e.g. seniors, handicapped, youth).
- e. Each organization shall maintain accounting records in accordance with general acceptable accounting practices for Nonprofit Corporations.
- f. The City will require an audit or a completed financial review. An organization must have an audit or a financial review conducted every 2 years and the auditor's report and financial statements prepared in accordance with generally accepted auditing standards. The City will require current copies of the organization's Form 990 for organizations legally required to submit such a form. For other organizations, a board approved most recent financial review must be submitted.

PROGRAM FUNDING CATEGORIES

Programs, for which funding is requested must qualify under, one of the criteria below. Proposals not fitting into these categories will not be considered for funding.

- i. Youth e.g. Parental/Guardian Involvement Programs; Success, Resiliency, Leadership programs; Crime and Violence Prevention programs; Employment Programs; Outreach and participation initiatives
- ii. Seniors e.g. Senior Protection; Education and Outreach; Safety Measures, Engaging seniors in the Community; Emergency and Disaster Preparedness
- iii. Formerly Incarcerated Individuals e.g. Job Skills Development and Employment; Education; Resilience and Self Esteem building; Family life

skills and Re-integration; Health and Mental Health; Outreach and Coordination of Services.

iv. Programs addressing Domestic Violence

FUNDING LIMITATIONS

To ensure that as many organizations benefit from Measure C funding as possible:

- No award shall exceed \$40,000 unless an exception is granted by the City Council.

EVALUATION PROCESS

To assure that all applicants for City funding receive due consideration and to ensure that the Council is provided with the information it needs to make its funding decisions, the following evaluation process will be applied to requests received:

1. PROPOSALS not received by the due date at 5pm will be rejected. Incomplete PROPOSALS will not receive further evaluation.
2. A Proposal Review Committee will determine proposal eligibility based on guidelines provided in this policy.
3. The Proposal Review Committee will apply these criteria to ALL PROPOSALS reviewed. In general, evaluation criteria would include (but not be limited to) the following guidelines:
 - Does the proposed program relate directly to the goals of Measure C?
 - Is the proposed program needed?
 - Is the organization proposing the program the appropriate provider?
 - Does the proposed program, require only limited financial assistance?
 - Does the organization have a demonstrated organizational capability to deliver the services?
 - Will funding of this program result in the provision of services in a more logical or cost-effective manner than if provided by some other entity?
 - Has past performance been good i.e. does the organization have a proven track record?
 - Does the organization have the administrative capacity to provide consistent program coordination, communication and a high quality service?
 - Are the proposed services accessible and affordable to all residents of the community?
 - Does the program engage (in the case of youth programs) meaningfully parents and guardians of youth?

- Does the program understand and address the causes of violence and crime?

Based upon the above criteria (as appropriate) proposals will be rated and recommended to the City Council for funding. Those funded will receive specific performance standards upon which ongoing performance can be evaluated.

COORDINATED CALENDAR

The following Calendar applies to this CALL FOR PROPOSALS process:

Task	Date
News Release Announcement of Grant	May 19 th
Issue CALL FOR PROPOSALSs	May 19 th
Applicant Workshop	May 24 th
CALL FOR PROPOSALSs Due	June 4 th
Oversight Committee and Staff Screens CALL FOR PROPOSALSs and evaluates proposals	June 7-14 th
Oversight Committee and Staff recommendations presented to the City Council.	June 15 th
Contract awards negotiated and awards granted.	by June 30 th 2010

SECTION 2

EAST PALO ALTO MEASURE C FUNDING APPLICATION

Proposal # _____
Funding Requested (x Box)
_____ Youth
_____ Ex-Felons
_____ [Victims of] Domestic Violence
_____ Seniors

CALL FOR PROPOSALS SUMMARY

Legal Name of Community-Based Organization: _____

Date Organization Established: _____

Program Name: _____

Date Program established: _____

Address: _____

Contact Person (1): _____ Title: _____

Telephone Numbers 1) _____ 2) _____

E-Mail Address: _____

Contact Person (2): _____ Title: _____

Telephone Numbers 1) _____ 2) _____

E-Mail Address: _____

Proposed Program/Project Name: _____

Operation Dates: _____ To: _____

Amount of City Funding Requested: _____

II, PROGRAM/PROJECT DESCRIPTION

A. Summary of proposed program/project (include specifically where City funds would be used):

B. Staffing (What is the client-staffing ratio?)

III. STATEMENT OF NEED:

A. Summary statements of community Crime/Violence prevention need to be addressed (Provide any quantitative and qualitative data)

IV. SERVICES TO BE PROVIDED

A. Who is served by the program/project?

B. How many are East Palo Alto residents?

- C.** How will it (the project) benefit Crime/violence prevention needs of East Palo Alto residents?

V. MEASURABLE OUTCOMES

- A.** How will the success of the program/project be measured? (Translate the specific end results of the program into qualitative outcomes that reflect crime prevention)

VI. STATEMENT OF QUALIFICATIONS

- A.** Describe the qualifications, training and experience of staff that will be involved with the program.

VII. OTHER FUNDING SOURCES:

- A.** What sources of revenue does this organization/project have?
(Dues, fee services, fund-raising activities, etc.)

VIII. SUSTAINABILITY OF PROJECT

- A.** What are the long-term strategies for supporting this project:

- B.** If you do not receive full funding from all of the funders to whom you have submitted an application, how will this impact the implementation or sustainability of the project?

- C.** If you do not receive the full requested funding from Measure C, how will this impact the implementation or sustainability of the project?

IX. COMMUNICATIONS – MEASURE C VISIBILITY

A. Description of how the program's progress and results will be communicated to the public (i.e. positive media coverage acknowledging City of East Palo Alto's Measure C support, recognition at appropriate venues, etc). Please send copies of all City of East Palo Alto/Measure C acknowledgements to the city.

X. POPULATION(S) SERVED INFORMATION

Geographical Area Served (check all that apply) <input type="checkbox"/> East Palo Alto <input type="checkbox"/> Menlo Park	Gender (check all that apply) <input type="checkbox"/> All <input type="checkbox"/> Females Only <input type="checkbox"/> Males Only
	Age Group (check all that apply) <input type="checkbox"/> (0-12) Children <input type="checkbox"/> (13-17) Teens <input type="checkbox"/> (18-64) Adults <input type="checkbox"/> (65+) Seniors <input type="checkbox"/> All Ages

Budget Summary

Budget Summary	2009	2009	2010	2010
	Of Organization	Of Program ¹	Of Organization	Of Program ²
Organization Budget				
Annual Income				
Operating Expense				
Surplus (Deficit)				
City Portion of Budget				
Funding Requested				
Est. In-Kind Contribution				
Clients Served				
# Registered Participants				
# Additional Participants (Parents, audiences, etc.)				
Cost per Participant				
Staffing (if appropriate)				
# F/T Equivalent Employees				
# F/T Equivalent Volunteers				
Undue. Clients per Employee				
Undue. Clients per Volunteers				

¹ An organization may have several programs but be soliciting funds for a specific program. Indicate the previous year budget of the program for which you are soliciting funding.

² Indicate the current budget for the “program” you are soliciting funds for.

ORGANIZATION BUDGET SUMMARY format

Use the format below to provide an organizational budget. Estimate budget/expenses in relationship to City fiscal year (July 1- June 30)

Itemized Accounting	2008	2009	2010
SOURCE OF INCOME			
TOTAL INCOME			
EXPENSES			
TOTAL - EXPENSES			

INTERIM AND FINAL PROGRESS REPORT FORMAT

Report periods

First reporting period: July 1st-through December 31st Due January 31st

Second reporting period: January 1st through June 30th Due July 31st

Every funded group must submit a Six-Month Interim Progress Report and a Final Twelve-Month Progress Report. The reports should describe all program activities and expenditures related to the use of city funds.

The following is the format for both reports:

1. Describe the programs and activities undertaken during the report period and specifically point out their relation to crime/violence prevention in East Palo Alto.
2. Describe the demographic and programmatic population served by the program.
3. Submit an itemized list of actual expenditures and attach copies of all supporting invoices/receipts and proof of payment. A budget narrative should also be included.
4. Provide any additional information you would like to share that is not covered above and attach any appropriate materials (e.g. articles, newsletters, etc.)

BOARD CERTIFICATION

The applicant hereby proposes to provide the service in accordance with the City's and Measure C's funding guidelines. If this proposal is approved and funded, it is agreed that relevant Federal, State, and local regulations, and other assurances as required by the City of East Palo Alto will be adhered to. Furthermore, as the duly authorized representative of the applicant organization, I certify that the applicant is fully capable of fulfilling its obligations under this proposal as stated herein.

This CALL FOR PROPOSALS and the information contained herein are true, correct, and complete, to the best of my knowledge.

Date _____
_____ *(Organization Name)*

By _____
Executive Director or Board President

Non Profit Id # _____

RESOLUTION/CERTIFICATION

We, the board of directors of _____

Do hereby resolve that on _____, 20___, the board reviewed the East Palo Alto Measure C Fund CALL FOR PROPOSALS, entitled

Submitted to the City of East Palo Alto for funding consideration for the year 20___ and, furthermore, the board in a proper motion and vote approved this PROPOSAL for submission.

Furthermore, we hereby certify that the agency making this PROPOSAL is:

1. Nonprofit
2. Tax exempt
3. Incorporated in the state of California, and has complied with all applicable laws and regulations.
4. Operating under a fiscal agency agreement with a nonprofit, tax exempt agency incorporated in the State of California. (Include an agreement of Fiscal Agency)

To the best of my knowledge, all information presented herein is correct and complete.

Date _____

Signature _____
President of the Board on behalf of the Board of Directors

Printed Name _____