



PREVENTION AND WELLNESS GRANT REQUEST FOR PROPOSALS

Fiscal Year 2024 - CITY OF SALINAS

START DATE: OCTOBER 4, 2023

CLOSE DATE: NOVEMBER 19, 2023 by 5:00 p.m.

PROGRAM DESCRIPTION

The City of Salinas has budgeted \$300,000 in the 23/24 fiscal year to enhance community prevention and intervention programs that contribute to a healthier and safer Salinas. Including, but not limited to, education, recreation, social work, public health, public safety, mental health, youth development, and community building are eligible for funding.

Funded projects will have a grant period starting January 1, 2024, ending December 31, 2024. The City expects to fund multiple service enhancements, with a focus on established and or grass-roots 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 Salinas residents. Grass-roots organizations which are not officially recognized as a non-profit should align with an established non-profit to apply.

Funding: The City of Salinas will make up to \$300,000 Available for this grant opportunity. Funding can be requested up to an amount not to exceed \$60,000. 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.

All invoices for reimbursement to the city of Salinas need to include supporting documentation showing proof of the expenditure. For example, if reimbursement is for an employee salary, then a copy of the employees check would need to be included as supporting documentation.



If supplies are purchased for a program than a copy of the receipt for the items needs to be included.

Reporting requirements. Successful applicants will be required to submit quarterly reports to the City of Salinas. 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 prepare a final report on program outcomes due no later than January 31, 2024.

Insurance. The City of Salinas 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 will 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. If your program offers direct service to youth, then proof of Sexual Abuse and Molestation insurance is required.

SELECTION PROCESS

The City of Salinas 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. A grant selection committee of but not limited to city staff, community and social service professionals, and residents will review applications and make the final selections based on the average score each applicant receives. Information necessary to prepare a proposal to the city is provided below.

Proposal Due Date. The proposal must be received by the City of Salinas by 5 p.m. on November 19, 2023. Proposals must be emailed to jose.arreola@ci.salinass.ca.us
The email subject line should read P&W Grant, (Name of Organization)



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 a grant selection 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: Shows alignment with needs and best practices identified in the Community Alliance for Safety and Peace Strategic Plan or other local strategic planning document.	35
Uses the Principals of Evidence based practices: a. there is evidence or data to suggest strategy will work, b. there is a way to monitor quality control of the intervention. c. there is a plan to collect data	20
Organization and staff experience and capabilities: The program and staffing design have shown previous success in Salinas or another jurisdiction and there is an ability to adhere to Financial and Programmatic Management and adhere to the requirements of the Request for Proposal, including insurance requirements.	30
Cost-effectiveness and funding match: The budget is clear and identifies adequate funds to successfully administer the project/program.	15
Total	100

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 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.

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				



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 RFP;
- 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 by email to:

Prevention and Wellness Grant Staff

Email: jose.arreola@ci.salinas.ca.us

Subject: P&W Grant, (Name of Organization)