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#### General Information

ID: 10444  
Status: Editing  
Title: 2015-16 CAP Grant Cycle 29  
Program Officer:  
Award Amount: \$300.00 (minimum) \$1,500.00 (maximum)  
Application deadline: 7/31/2015 4:00 pm  
Project start date: 09/01/2015  
Project end date: 08/31/2016

#### Important Instructions

Save your work often! Your session will time out after 30 minutes of inactivity. There is no prior warning so please remember to save your work by clicking the save button frequently. If you are timed out, you must log in again and continue working from the last saved page.

For any questions regarding submission of applications in Spanish or Vietnamese, please contact Ernest Guzman at (408) 535-7181 or email [ernest.guzman@sanjoseca.gov](mailto:ernest.guzman@sanjoseca.gov).

*Para entregar solicitudes en español, favor comunicarse con Ernest Guzman al (408) 535-8171 o enviar un correo electrónico a [ernest.guzman@sanjoseca.gov](mailto:ernest.guzman@sanjoseca.gov).*

## **General Statement of Grant Purpose and Eligibility**

### **GRANT PURPOSE**

The City of San José is committed to the strengthening of neighborhoods. The City believes that the power to transform neighborhoods and to shape the future of our neighborhoods lies in strengthening the civic participation of individuals. The mission of the Community Action & Pride (CAP) Grant Program is to promote the development of new and/or healthy and self-reliant neighborhoods by supporting residents to:

- unify for action,
- actualize their collective power, and
- create community-based solutions to meet the long-term physical, social, and economic challenges of the neighborhood.

With this in mind the CAP program provides financial support to offset the cost to resident based groups that:

- conduct activities that build or strengthen the neighborhood organization,
- organize neighborhood projects to improve conditions,
- organize and conduct activities that address issues important to neighborhood quality of life, or
- create cleaner, safer, and more engaged neighborhoods.

### **ELIGIBILITY**

To be eligible for a CAP grant, you must meet each of the following criteria:

- Your organization must be an eligible applicant;
- You must propose an eligible activity; and
- You must be able and agree in writing to comply with the grant requirements.

## **ELIGIBLE APPLICANTS**

To be eligible to apply for CAP funding, your group must be neighborhood-based, located within the City of San Jose, and ***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, which operates, free of charge, working to improve the neighborhood (refer to Section C for definition.)

In addition all Applicants must:

- 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 By Laws **or** minutes of the last meeting. Organizations without active Board members will be deemed to be an inactive organization and not eligible for a CAP Grant.

## **NEIGHBORHOOD ASSOCIATION/ PROPERTY OWNER ASSOCIATION DEFINITIONS**

- A ***Neighborhood Association*** is a voluntary organization of residents within the city of San Jose 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”) who work 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.

## **INELIGIBLE APPLICANTS**

The following entities are NOT ELIGIBLE to receive CAP 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 in Section C above.
- Private for-profit businesses, business associations, neighborhood business districts, and corporations.
- Applicants with outstanding or incomplete CAP grants from cycles 27 and older.
- Applicants with funded CAP grants in cycle 28 are eligible to apply; however, disbursement of any funding in cycle 29 will be contingent on all reporting and class requirements of cycle 28 are complete at the time of funding as agreed in the Memorandum of Understanding.

For a list of eligible and ineligible activities/items, see attachment section.

## Grant Requirements

## **NEIGHBORHOOD RESOURCES**

Applicant groups are expected to invest some of their own resources in the form of volunteer labor, cash, or donations from outside sources.

- Volunteer labor is valued at \$23.29 per hour. Skilled trained labor may be valued at its prevailing cost rate.
- Applicants being funded must contribute a match of at least 50% of the total amount requested from CAP.

## **NEIGHBORHOOD ASSOCIATION BANK ACCOUNT**

Applicants must have (in the name of the neighborhood association) an open and operational bank account by the application due date.

## **LIST OF BOARD MEMBERS AND COPY OF BY-LAWS**

Applicants must submit a list of active Board Members with home addresses; and a copy of the By Laws or minutes to the last meeting of your neighborhood group/organization with the application.

## **TRAINING**

If your neighborhood group receives a grant from the CAP Grant Program, a representative of your group is required to attend one (1) Community Leadership classes. These training classes are held periodically and are an opportunity for your group to develop strong and successful leadership skills. Non-completion of this requirement will impact eligibility for future CAP funding.

## **MEMORANDUM OF UNDERSTANDING**

One representatives from your group must sign a MOU describing the funded project and terms of the grant. By signing the MOU, grantees agree to adhere to the grant requirements. Project must be completed within the term of the MOU. It is required that grant recipients for this CAP Cycle 29 will commence the projects in September 1, 2015 and complete the projects by August 31, 2016. The Deadline to submit your signed MOU is 45 days of issue or you will forfeit funding.

## **GRANT AWARD CHECK**

Your grant award check will be valid for 90 days after the date of issue; you must deposit the check within this time period. If check is not deposited before it expires, the grant award will be considered forfeited and funds will be returned to the City.

## **CHANGES TO AGREEMENT**

If, after being awarded a CAP grant, your association would like to make major changes to the funded project (e.g. use your grant funds for any item not listed in your Memorandum of Understanding), you must submit a "Change Request" to the CAP program. When a change to a project not listed in the MOU is proposed, it must reflect an eligible activity. Staff will review change requests with final approval by the Deputy City Manager or a designee.

All activities and expenses must be completed within the original term of the grant.

## **GRANT EXTENSION**

No Extensions will be granted for CAP Cycle 29. All activities and expenses must be completed by August 31, 2016 and any unused grant funds returned to the fiscal agent.

## **FINAL GRANT REPORT**

All Grantees must complete a Final Grant Report upon completion of the project/activities by August 31, 2016. **Legible copies of receipts for all expenses MUST accompany the Final Grant Report (please do not submit original receipts).** Ineligible expenses and expenses not accompanied by a receipt must be reimbursed to the City. The final report must be submitted no later than September 30, 2016.

A class will be provided through the “Community Leadership Academy” to train recipients on how to complete this report a month before it is due and is highly recommended. Advertising of this class will be emailed to CAP Grant Managers.

## **NOTICE OF CITY OF SAN JOSE FUNDING**

All publications created for the CAP Grant funded project must include a statement acknowledging that the program was funded through the City of San Jose. This includes flyers, brochures, banners, newsletters and web pages.

## **PERMISSION OF PROPERTY OWNERS**

Before changing the condition of any property, grantee must obtain the written permission of the property’s owner. Performing work on City owned property requires your plans to be reviewed by the Department of Public Works or appropriate department. Grantee is responsible to acquire any permits/permissions before any work can be done on city property. The grantee is responsible for the amount of time required to get a permit, and should be aware that this process can be quite lengthy depending on the department. In the event that the owner’s permission is not granted, you agree to return your grant award to the City, or modify the scope of your project and obtain City’s approval through CAP program staff.

## **BACKGROUND CHECKS AND TB TEST**

State law prohibits hiring employees or volunteers who will have supervisory or disciplinary authority over minors who have been convicted of any offense identified in California Public Resources Code section 5164. Consequently, applicants may be required to have fingerprinting and background checks, FBI background or equivalent national database background checks acceptable to the city, on such employees or volunteers. Applicants may also be required to comply with the TB testing requirements set forth in section 5163 of the Public Resource Code for employees or volunteers who provide services which require contact with children or who provide food concessionaire services or other

licensed concessionaire services in that area. Programs involving services to the frail and elderly may also require background checks.

#### **Technical Workshops**

Potential grantees will be notified as to schedule, if available.

#### **Website Links**

Currently being developed. Will notify when complete

#### **Attachments**

#### **Addendum**

**None**

#### **Additional Information**

#### **PUBLIC RECORD**

Responses to this Funding Opportunity become property of the City of San José and shall become a matter of public record.

#### **ADDENDA AND INTERPRETATION**



The City shall not be responsible for, nor bound by any oral instructions or interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this application or should there be a need to clarify, requests for clarification should be emailed to [CAPgrant@sanjoseca.gov](mailto:CAPgrant@sanjoseca.gov), before July 24, 2014 at 5:00 p.m.

Any City response to this request will be made in the form of an addendum and will be posted on Webgrants.

All addenda shall become part of this Application.