



**NOTICE OF FUNDING AVAILABILITY
for
A NONPROFIT CAPACITY BUILDING PROGRAM**

Submit:

Original with wet ink signatures and one copy to:
City of Stockton Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202

AND

Email a PDF of response and all attachments to:
ana.lozano@stocktonca.gov

Deadline for Submission of Project Concepts:
May 19, 2022, at NOON (12:00pm)

Proposals turned in after the deadline (regardless of postmark date) and incomplete applications **WILL NOT BE ACCEPTED.**

For information, please visit:
<http://www.stocktonca.gov/EDD>
or call (209) 937-8539

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1. Statement of Need

The City of Stockton (the City) is soliciting proposals from organizations that can build capacity in the network of local nonprofits. This packet includes the application form to request financial assistance for this type of project. All proposals must utilize this application to be considered for funding.

During the pandemic the City of Stockton was able to partner with nonprofits that had the ability to rapidly increase capacity, respond to needs, be creative, problem solve and be nimble. In an effort to be better prepared to address future crisis and current community need the City will financially support an umbrella organization that can build additional capacity within the City of Stockton nonprofit community.

The recently published *2021 Economic Impact of San Joaquin County's Nonprofits* reported 2,585 nonprofits in the County. More than 70% had an annual revenue of less than \$50,000. The overall impact is substantial, however, there is significant room to grow. The City has a vested interest in supporting the development of the network of nonprofits that serve a diverse group of needs. Nonprofits add to the quality of life, cultivate and activate an army of volunteers, serve hard-to-reach populations and contribute to the economic health of the overall community.

Capacity building is the process of increasing a nonprofit's ability to fulfill its mission. It is a process that develops and strengthens the skills, instincts, abilities, processes and resources that organizations and communities need to survive, adapt, and thrive in a fast-changing world.

Proposals should contemplate a "one-stop shop" approach so that nonprofits have tools to evaluate their strengths and weaknesses and gain the necessary knowledge to sustain and grow the impact they have on Stockton.

Common approaches to building capacity include:

- Board and staff development activities and training
- Needs assessment
- Asset and Resource review
- Strategic planning
- Donor relations and fundraising best practices
- Marketing and communications
- Board governance
- Financial and human resource basics
- Program performance management
- Volunteer development
- Legal and risk assessment

The grant is funded through the American Rescue Plan Act. Although exact funding

may vary, a **maximum of \$765,000** has been allocated for this project. The desire is to award the full amount available to one organization for approximately three years, however, the City reserves the right to award multiple grants. The goal is to provide the necessary resources for the program to become self-sustaining.

2. Process and Timeline for Submission

2.1 Process:

As part of the American Rescue Plan Act (ARPA) of 2021, the City anticipates receiving approximately \$78 million in additional funding to address local needs generated by the COVID-19 pandemic. The City has apportioned up to \$8.8 million for small business support and economic recovery. Since funds will be received directly from the U.S. Treasury, the City is seeking experienced individuals or organizations to assist nonprofits in recovering from the pandemic and strengthening the ability to respond in crisis.

The City is soliciting proposals and will identify proposals suitable to the City through a review process. Grant will be awarded to the proponent best able to meet the need.

2.2 Timeline:

NOFA Release Date	April 28, 2022
NOFA Due Date & Time	May 19, 2022, at Noon (12:00 pm)
City Interviews	TBD, if required

2.3 Submission:

NOFA Submittal: Delivery Address and Electronic Mail	Attn: Lana Lozano, Program Manager Economic Development Department 400 E. Main Street, 4 th Floor Stockton, CA 9202 lane.lozano@stocktonca.gov
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To be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. Deliver one original and one copy of the proposal to the Economic Development Department by the stated due date. E-mail an electronic copy (PDF preferred) of all submission documents to lane.lozano@stocktonca.gov.

No incomplete applications will be accepted. Process and timeline can be adjusted at any time at the discretion of the Director.

3. Eligible Activities

The intent of this NOFA is to collect reasonable and realistic program concepts that will result in the establishment of a nonprofit capacity building program for the City of Stockton. Projects must anticipate and provide a structure that will serve a wide diversity of needs within the nonprofit sector.

3.1 Eligible Program Costs

Program costs are limited by the requirement of the ARPA funding parameters. The City anticipates the following are eligible program costs:

1. Office space and communal workspace costs such as rent and utilities
2. Supplies such as printing, small office equipment etc.
3. Staffing costs, including consultants
4. Marketing and training costs

4. Applicant Response

Applicants may be from an individual, agency, organization, or partnership. Partnership applicants should designate a lead applicant and clearly describe partnership roles and responsibilities.

4.1 Application Format

Materials should be prepared on 8.5 x 11" standard weight paper using black ink. Submissions should have appropriate headers and footers, using 1" margins. Submissions should be prepared using a standard business format such as Arial, Calibri, or Times New Roman, and a readable font, no less than 11 points. All pages should be numbered sequentially and the use of headers or an outline format that matches the requested information is recommended.

4.2 Application Components

There are five main (5) components of the application. Applications will be rated on the completeness of their application as well as consistency and alignment with the project vision and applicable federal and state regulations.

Please include, in the following order:

1. Letter of Interest (not to exceed 2 pages)
2. Project Narrative (not to exceed 10 pages)

- a. Agency Capacity to Develop Project (1-2 pages)
- b. Project Vision and Implementation Plan (3-4 pages)
- c. Program Readiness (1-2 pages)
3. Required Forms (see Appendix)
 - a. Applicant Summary
 - b. Preliminary Budget
 - c. Project Schedule
4. Demonstration of Financial Capacity
 - a. Balance Sheets (past three years)
 - b. Profit and Loss Statements (past three years)
 - c. Statement of Review from Accountant or Accounting Firm

4.3 Letter of Interest

Submit a letter on your agency letterhead stating your interest in providing the requested services. The letter should be signed by an officer or director of the agency authorized to bind the organization to all comments made in the proposal, and shall include the name, address, phone number and e-mail address of the person(s) to contact who will be authorized to represent your agency.

In no more than two (2) pages, the Letter of Interest shall include:

- The names of the key members of the project team.
- A brief summary of the project vision.
- An overall summary of the team's qualifications for the project.
- The main point of contact and their contact information.
- Confirmation of review of insurance requirements and other forms that will be required under contract with the City of Stockton.

4.4 Project Narrative

In no more than ten (10) pages, the Project Narrative shall include:

Section A: Agency Capacity to Develop Program. 25 points

A responsive submission must include a summary of the Proponent's experience and capacity to develop and operate the proposed program. At a minimum, this section must include the following:

1. **Purpose/Mission:** Give a brief overview of your organization's history and describe how the Project fits within your organization's mission and current program configuration.
2. **Experience:** Describe your organization's experience in creating

and implementing successful programs that serve the nonprofit community.

3. **Capacity:** Describe your organization's ability to complete the proposed services and your ability to sustain the program after the City grant concludes. Describe the basic organization and management structure of your 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.
4. **Project Lead(s).** Provide brief biographical statements attesting to the capacity of the project team to complete a development project on the scale proposed. Name all project leads and include resumés as attachments.

Section B: Program Vision and Implementation Plan. 35 points

A responsive submission must include a description of the Proponent's recommended approach to develop and operate the services proposed. At a minimum, this section must include the following:

1. **Approach to Services:** Provide a summary of your organization's approach to 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.
2. **Implementation Plan:** Describe how your organization plans to implement the proposed program. Describe the start-up process and any necessary work that is needed to engage partners, leverage services, and build relationships within the community.
3. **Operations:** Describe key operating practices including proposed hours of operations, proposed location and testament of site control and staffing plan.
4. **Services:** Describe the available services the program will provide for nonprofits, method of delivering services and approach to outreach.
5. **Outcomes:** Provide an overview of anticipated impact of the program. Include number of nonprofits served per year, anticipated impacts, nonprofit employee retention, board member trainings, ability to fundraise and apply for grants, etc.

Section C: Program Readiness. 15 points

The City understands that there is not a current nonprofit accelerator operating at scale within the City. Please describe your organization's timeline for standing up the program and when it would be operating at full capacity.

Section D: Approach to Equity and Non-Discrimination. 5 Points

1. **Commitment to Equity:** Please describe how a commitment to equity and inclusion is reflected in organizational mission, vision, values, policies, and practices, including hiring practices.

4.5 Required Forms

Required forms are included in the Appendix. Applicants are advised to download the forms and include completed forms in the submission package.

- Applicant Summary
- Preliminary Budget
- Project Schedule

4.6 Demonstration of Financial Capacity 20 Points

Applicants are advised to work with their 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. Additional demonstration of financial solvency and capacity to manage large scale capital improvement projects may be requested following submission review.

- Balance Sheets (past three years)
- Profit and Loss Statements (past three years)
- Statement of Review from Accountant or Accounting Firm

5. Selection Criteria and Evaluation

5.1 Application Review Process

Economic Development Department staff will perform a review of the proposals for completeness, eligibility, and feasibility. If the application is incomplete or ineligible, it will not be considered for further review and/or funding.

Complete applications will be reviewed and considered by the following criteria:

- Project Concept
- Cost reasonableness

- Applicant experience and capacity
- Project Readiness

The proposal with the highest score will be selected.

5.2 Other Information

Applying does not guarantee funding. 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.

Applications **must be received by 12:00 p.m., May 19, 2022.**

<p>Mail or deliver the original application and one copy to:</p> <p>City of Stockton Economic Development Department 400 East Main Street, 4th Floor Stockton, CA 95202</p>	<p>Email an electronic copy of the application to:</p> <p>iana.lozano@stocktonca.gov</p>
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Applications are available online at <http://www.stocktonca.gov/EDD>. For program information or application assistance, contact City of Stockton – Economic Development Department at (209) 937-8539 or e-mail economic.development@stocktonca.gov.

5.3 Scoring Criteria

The City is interested in selecting one or more qualified organizations, agencies, or partnerships with the ability to establish a nonprofit capacity building program. A key component for successful applicants will be an ability to meet the following primary objectives.

Scoring Matrix:

<p>1) Agency Capacity to Develop Project: Qualifications of the organization, overall experience, partnerships, ability to manage budget and expenses of the project on a cost reimbursement basis</p>	<p>25%</p>
<p>2) Project Vision and Implementation Plan: Approach, vision, and strategic fit consistent with the objectives of the City of Stockton,</p>	<p>35%</p>

including adherence to the values of equity and inclusion	
3) Analysis of Program Readiness: Suitability and demonstrated ability to implement without delay	15%
5) Projected Program Budget and Demonstration of Financial Capacity	20%
6) Approach to Equity and Non-Discrimination	5%
7) Interview / Ability to Develop Agreement (Pass / No Pass)	

6. Additional Considerations

6.1 Local Business Preference

Stockton Municipal Code Section 3.68.090 reads as follows:

Preference shall be given to the purchase of supplies, materials, equipment, and contractual services from local merchants, agencies, or non-governmental entities, quality and price being equal. Local merchants or agencies who have a physical business location within the boundaries of San Joaquin County, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted two (2) percent bid preference. Local merchants or agencies who have a physical business location within the boundaries of the City of Stockton, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted five (5) percent bid preference. This section is intended to provide preference in the award of certain City contracts in order to encourage businesses to move into and expand within the City. (Ord. 2014-03-18-1601 C.S. § 1; prior code § 3-106.1)

6.2 Insurance

Proponent/Bidder, at Proponent's/Bidder'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 of the insurance requirements listed on the City's website at:

<http://www.stocktonca.gov/Insurance>

It is your responsibility to review the insurance requirements, submission of a proposal 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 if so approved in writing by the Risk Manager.

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 Proponent 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. Proponent 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 Proponent's broker to ensure any additional costs are included in the proposal pricing component.

6.3 Confidentiality

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

The Proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the Proponent 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 Proponent 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.

6.4 Forms Required to Contract with the City of Stockton

The following are not required at proposal submission but may be requested at a later date should a contract be awarded.

- Proposal Covenant
- Notarized Statement of Non-collusion

- Certification against lobbying

7. Appendix

The forms on the following pages are required with submission and are available as a separate download for easy completion.

7.1 Forms Required for Submission

- A. Applicant Summary
- B. Preliminary Budget
- C. Project Schedule

Form A. Applicant Summary

Part 1. Applicant Information

Agency Name: _____

Agency Address: _____

Federal Tax ID #: _____ Duns Number: _____

Organization Type Corporation LLC Partnership 501c-3 Other

A Minority Business Enterprise Yes No

A Women Business Enterprise Yes No

Part 2: Contact Information

Director Name: _____ Title: _____

Phone: _____ E-Mail: _____

Project Manager: _____ Title: _____

Phone: _____ E-Mail: _____

Part 3: Funding Request

Proposed Project Name: _____

Total Project Cost: _____

Total Funds Requested: _____

Part 4: Applicant Signature

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

Name: _____

Title: _____

Signature: _____

Date: _____

Form B. Preliminary Budget

Costs

COSTS (ESTIMATE)	
Start-up costs (one time):	
TOTAL START-UP COST	
OPERATIONAL COSTS	
TOTAL COST	
TOTAL PROGRAM COST	

Budget Signature

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

Name: _____

Title: _____

Signature: _____

Date: _____

Form C. Project 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 June 2022.

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

PROJECT SCHEDULE		
Task	Projected Completion Date	Responsible Party