



NOTICE OF FUNDING AVAILABILITY
for
YOUTH SERVICES GRANT PROGRAM



Deadline for Submission of Project Concepts: Thursday, August 17, 2023, by Noon (PST)

Applications submitted after the deadline WILL NOT BE ACCEPTED.

For information, please visit:

[City of Stockton Economic Development Department](#)

or call (209) 937-8539

TABLE OF CONTENTS

1. OVERVIEW	3
2. ELIGIBILITY	3
2.1 Eligible Applicants	3
2.2 Eligible Focus Areas	3
2.3 Eligible Program Costs	4
3. TIMELINE	4
4. APPLICATION PROCESS	4
4.1 Deadline for Applications	4
4.2 Application	4
4.3 No Guarantee	5
4.4 Application Components	5
4.4.1 Organization Information	5
4.4.3 Project Narrative	5
4.4.4 Required Documents	6
5. EVALUATION	7
5.1 Evaluation Criteria	7
5.2 Evaluation Process	7
6. ADDITIONAL INFORMATION	8
6.1 Insurance	8
6.2 Reporting Requirements	8
6.3 Confidentiality	8
6.4 Supportive Information/Resources	9
7. ATTACHMENTS	10
7.1 Insurance Exhibit B	11
7.2 Form A – SAMPLE Budget Tracker	14
7.3 Form B – SAMPLE Project Schedule	15

1: OVERVIEW

The City of Stockton (City) is issuing a Notice of Funding Availability (NOFA) for the Youth Services Grant Program to provide grants to eligible organizations that can provide youth programs and activities. The goal of this program is to fund the delivery of youth services that help meet current unmet needs. Through this program, subawardees will enter into a subrecipient (reimbursement) agreement with the City of Stockton to deliver various approved youth programs and activities. Funding for this program is made possible through an allocation of \$2 million from the City of Stockton's General Fund.

This NOFA builds upon the success of two previous Community Support NOFAs. This funding opportunity is targeted specifically for organizations with a proven track record of providing essential services to youth in the City of Stockton.

The Stockton City Council approved a resolution authorizing appropriation of \$5.6 million from the City's General Fund to City Council Priority Projects: [Resolution No. 2023-05-02-1502](#). Of the \$5.6 million the Stockton City Council identified Youth Services as a priority focused area of funding.

The City intends to issue a total of \$2 million in grant awards ranging from \$50,000 to \$500,000 to applicants that meet the eligibility criteria by selecting qualified organizations with the ability to serve the needs of Stockton youth. If awarded, grantees must expend all awarded funding within three (3) years.

2. ELIGIBILITY

2.1 Eligible Applicants

- Nonprofit community-based organizations with a demonstrated success with a history of providing youth services and building trusted relationships with Stockton residents and stakeholders.
- Government entities, business districts, school districts, and for-profit entities are not eligible applicants.

2.2 Eligible Focus Areas

The following are suggested, approved, and/or existing focus categories within Youth Services:

Education, Life Skills, and Leadership Development, including but limited to:

- Mentoring
- Academic Readiness and Academic Support
- Work Experience and Career Readiness
- Performing and Visual Arts
- English language learning (ELL)
- Youth parenting programs

Health and Wellness, including but limited to:

- Athletics and fitness
- Medical services
- Mental health
- Addiction and recovery services
- Outdoor Experiences and Environmental Education

Juvenile Justice-related Services, including but limited to:

- Truancy Intervention
- Delinquency Intervention
- Violence Prevention

Homeless Services

- Including transitional age youth (TAY)

2.3 Eligible Program Costs

The following are eligible program costs:

- Office space and communal workspace costs such as rent and utilities
- Supplies such as printing, small office equipment, etc.
- Staffing costs, including consultants
- Marketing and training costs
- Program delivery costs

3. TIMELINE

NOFA Program Guidelines Release Date	Thursday, June 29, 2023
Online Portal Opens	Monday, July 17, 2023
Application Information Session	Tuesday, July 25, 2023
NOFA Application Submission Deadline	August 17, 2023, at Noon (PST)
Council Recommendation of Award	Tuesday, October 17, 2023

To be considered for funding, all sections of the online application, including attachments and exhibits, must be complete, accurate and submitted by the deadline. The process and timeline can be adjusted at any time at the discretion of the Director of Economic Development.

4. APPLICATION PROCESS

4.1 Deadline for Applications

Applications must be submitted by Noon (PT), Thursday, August 17, 2023.

Applications received after the deadline will not be considered, unless the City has already considered all applications which were submitted in a timely manner and funding remains available.

4.2 Application

The applications will be available online in the City’s Neighborly portal. All applications must be completed and submitted online.

For program information or application assistance, contact the City of Stockton Economic Development Department at 209-937-8539 or email economic.development@stocktonca.gov with the subject line: Youth Services NOFA.

The application process requires a variety of attachments including organizational documents and financial information. In addition, there are narrative portions that will be required within the online

system.

The City of Stockton will host an optional Application Informational Session on **Tuesday, July 25, 2023, at 5:00 p.m.** at the Cesar Chavez Central Library, 605 N El Dorado St, Stockton, CA 95202. The Session will include an overview of the process, detailed information on how to apply, and provide time for Q&A.

4.3 No Guarantee

This NOFA is a competitive funding opportunity. Applying for this NOFA does not guarantee funding. The City reserves the right not to fund applications. 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 the responsibility of the applicant and shall not be reimbursed by the City. Applications received by the City will not be returned.

4.4 Application Components

Prepare and submit all items described below in Sections 4.4.1 – 4.4.3 in the online portal.

4.4.1 Organization Information

Describe the applicant's experience in youth programs. At a minimum, this section must include the following:

- ✓ **Statement of Interest:** Provide a Statement of Interest in receiving a Youth Services grant along with the proposed program name.
- ✓ **Mission:** Provide a brief overview of the organization's history and describe how the Program fits within the organization's mission and current program configuration.
- ✓ **Experience:** Describe the organization's experience in creating and implementing successful programs that serve youth. Share the impact the organization has had on youth using verifiable data.
- ✓ **Previous City Grant Funding:** For organizations that previously received grant funding, please provide detailed information on how the funds were used, the timeline in which they were used, and if the grant was fully expended.
- ✓ Confirmation of review of City insurance requirements (See Section 6.1 Insurance)

4.4.2 Program Narrative

Section A: Agency Capacity to Develop Youth Program

- ✓ **Capacity:** Describe the organization's ability to complete the proposed services and the ability to sustain the program after the City grant concludes.
- ✓ **Organizational Structure:** Describe the basic organization and management structure of the agency, and any proposed partners or sub-vendors. Please note: all proposed partners and sub-vendors are required to have all the same qualifications as the primary grantee.
- ✓ **Financial Management:** Describe the system in place to manage financial accounting and ensure adequate oversight and management of fiscal systems.
- ✓ **Program Lead(s):** Name all program leads and provide a brief statement attesting to the experience, responsibility, and capacity of each program team member, to development and implement a program on the scale proposed.
 - i. Name all program leads and include resumes as attachments.

Section B: Program Vision

Describe the applicant's recommended approach to developing and providing the proposed program. At a minimum, this section must include the following:

- ✓ **Statement of Need:** Data informed description of the community need and how the program addresses it.
- ✓ **Services:** Describe the available services the program will provide for the targeted audience, method of delivering services, and approach to outreach.
- ✓ **Approach to Services:** Provide a summary of the organization's approach to providing service.
- ✓ **Operations:** Describe key operating practices including proposed hours of operations, location, testament of site control, and staffing plan.
- ✓ **Outcomes:** Provide an overview of how the organization anticipates measuring the impact of the program. For example, the number of individuals served, number of program hours per participant, etc.

Section C: Program Readiness and Implementation

- ✓ **If the proposed program is expanding existing services,** please provide a timeline of when the expanded services are anticipated to be operating at full capacity, starting from receiving notice of award of funding from the City. Please include checkpoints for program monitoring through the duration of the use of City funds.
- ✓ **If the proposed program is implementing new services,** please provide a timeline of when the new program is anticipated to be operating at full capacity, starting from receiving notice of award of funding from the City. Please include checkpoints for program monitoring through the duration of the use of City funds.
- ✓ **Implementation Plan:** Describe how the organization plans to implement the proposed program. Describe the start-up process and any necessary work needed to engage partners, leverage services, and build relationships within the community.

Section D: Approach to Equity and Non-Discrimination

- ✓ **Commitment to Equity:** Describe how a commitment to equity and inclusion is reflected in organizational mission, vision, values, policies, and practices, including hiring practices.
- ✓ **Cultural Competency:** 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.

4.4.3 Required Documents

Program Information

- ✓ Program Budget showing all sources and uses of funds.
- ✓ Program Schedule (includes: inception, marketing, implementation, and reporting milestones)

Organization Information

- ✓ Business License/Use Permit/State License (as applicable)
- ✓ Organizational Staffing Chart
- ✓ Mandated Reporter Statement
- ✓ Background Check Policy
- ✓ Current Certificate of Insurance and Endorsements

Board of Directors

- ✓ Current roster of Board of Directors that includes: Name, Address, Current Position, Current Employer
- ✓ Copy of Board of Directors authorization to request funding and designation of authorized official
- ✓ Copy of organization’s conflict of interest policy as adopted by the Board of Directors

Financials

- ✓ A letter or statement from the accountant or accounting firm attesting to their due diligence review of the organization fiscally sound practices and their capacity to complete and sustain the proposed services.
- ✓ Financial statements for the last three year: 2021 / 2021 / 2022
- ✓ Organizational and operational budget for current fiscal year
- ✓ 501(c)3 or 501(c)19 Tax Exemption Letter or Articles of Incorporation if a 501(c)6

5. EVALUATION

5.1 Evaluation Criteria

Evaluation Criteria	Points Possible
Review of Eligibility (Pass/Fail)	
Organization Information Organization has a proven track record of providing youth services. Proposed project/program aligns with organization mission.	15
Agency Capacity to Develop Program Qualifications of the organization, overall years of experience, ability to manage a budget and expenses of the program on a cost reimbursement basis	20
Program Vision Provides compelling and specific information detailing how the program/project will impact Stockton youth.	20
Approach to Equity and Non-Discrimination City of Stockton objectives should strongly be considered and act as a guide as well as adherence to the values of non-discrimination, equity, and inclusion.	10
Analysis of Program Readiness and Implementation Suitability and demonstrated ability to implement upon contract execution.	15
Projected Program Budget and Demonstration of Financial Capacity	20

5.2 Evaluation Process

City of Stockton staff will conduct an initial eligibility review. Complete applications for organizations in good standing (qualified nonprofit with a City of Stockton business license) will be eligible for second level review. City staff and local subject matter experts will review and score all responsive applications according to Section 5.1 Evaluation Criteria.

6. ADDITIONAL INFORMATION

6.1 Insurance

Insurance is at Applicant'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 the insurance requirements listed on the City's website at: [City of Stockton Insurance](#). The nature of the grant requests programming that requires interaction with minors and begs additional coverage not listed on the website but will be provided if awarded during the contracting phase.

It is the Applicant's responsibility to review the insurance requirements. Submission of an application serves as an agreement that the applicant will be eligible for, 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.

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 Applicant 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. The Applicant 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 the Applicant's broker to ensure any additional costs are included in the proposal pricing component. See attachments for current insurance requirements.

6.2 Reporting Requirements

All grant recipients are required to execute a grant agreement. Organizations who receive funding are required to submit quarterly reports as determined by the City. At the completion of the program, a final report is required for submittal, as determined by the City. In addition, self-certification forms must be completed by the organization's sub-recipients and/or individuals served (program beneficiaries) and submitted with the required quarterly reports by the provided deadline. The City will provide a template for each of these reporting requirements.

Grant awards will be distributed on a reimbursement basis. Organizations must submit an invoice with supporting documentation to document how funds were spent in order to receive payment. Organizations must show how budget line items provide a direct benefit to the program beneficiaries.

6.2 Confidentiality

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

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

6.3 Supportive Information/Resources

- ✓ Submit the application before the deadline. The City is not responsible for computer, Internet, network, program, file, and email issues. It is advisable to allow enough time for slow connections and such. If a slow connection or any other issues cause an application to be received after the deadline, the City will deem the application non-responsive.
- ✓ Answer all questions completely. Include as much information as possible (such as cost estimates and accomplishments to date) – without exceeding any noted word count limits.
- ✓ Leveraging funds: Budgets should reflect all sources of leveraged financial sources of funds. The availability of other resources in the community is a very high priority for the City. We suggest applicants be aware of and pursue other larger funding resources, if/when applicable.
- ✓ Payments against allocated funds: Funding is administered on a reimbursement basis. Any costs incurred before the execution of contractual agreements with the City of Stockton will not be paid.
- ✓ Attachments: Remember to include all the required attachments. Letters of recommendation or endorsement are not required.

7. ATTACHEMENTS

7.1 Exhibit B Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

Additional Coverages:

Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage. (Automobile insurance is required if the Contractor’s employees will be driving vehicles while in service to the City of Stockton)

Workers’ Compensation: as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. **(Not required if consultant provides written verification, it has no employees)**

Crime/Fidelity Bond - Insurance no less than **the dollar amount of the grant/loan**, covering all officers and employees, for loss of proceeds caused by dishonesty. **(For grants/ loans)**

Sexual Abuse or Molestation (SAM) Liability: *If* the work will include contact with minors, and the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim. **(For work including contact with minors)**

Additional Coverages for Consulting or Professional Services:

Professional Liability/Errors and Omissions Insurance appropriate to the Contractor’s profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$1,000,000** aggregate. **(For Consulting or Professional Services)**

Technology Professional Liability Errors and Omissions Insurance appropriate to the Vendor’s profession and work hereunder, with limits not less than **\$1,000,000** per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and

penalties as well as credit monitoring expenses. ***(For Technology Consulting or Technology Professional Service)***

a. The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of the Agency in the care, custody, or control of the Vendor. If not covered under the Vendor’s liability policy, such “property” coverage of the Agency may be endorsed onto the Vendor’s Cyber Liability Policy as covered property as follows:

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City of Stockton requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Stockton.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City of Stockton, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used). Additional insured Name of Organization shall read “City of Stockton, its officers, officials, employees, and volunteers.” Policy shall cover City of Stockton, its officers, officials, employees, and volunteers for all locations work is done under this contract.

Primary Coverage

For any claims related to this contract, the Contractor’s insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the City of Stockton, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Stockton, its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies. The City of Stockton does not accept endorsements limiting the Contractor’s insurance coverage to the sole negligence of the Named Insured.

Umbrella or Excess Policy

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true “following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor’s primary and excess liability policies are exhausted.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City of Stockton.

Waiver of Subrogation

Contractor hereby grants to City of Stockton a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City of Stockton by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the City of Stockton has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Stockton. The City of Stockton may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City of Stockton. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds \$25,000 unless approved in writing by City of Stockton. Any and all deductibles and SIRs shall be the sole responsibility of Contractor or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. City of Stockton may deduct from any amounts otherwise due Contractor to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. City of Stockton reserves the right to obtain a copy of any policies and endorsements for verification.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Stockton.

Claims Made Policies (For Professional Liability Only)

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of the contract of work .
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) years after completion of work.

Verification of Coverage

Contractor shall furnish the City of Stockton with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause and a copy of the Declarations and Endorsements Pages of the

CGL and any Excess policies listing all policy endorsements.

All certificates and endorsements and copies of the Declarations & Endorsements pages are to be received and approved by the City of Stockton before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The City of Stockton reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. City of Stockton reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City of Stockton is an additional insured on insurance required from subcontractors.

Duration of Coverage

CGL & Excess liability policies for any construction related work, including, but not limited to, maintenance, service, or repair work, shall continue coverage for a minimum of 3 years for Completed Operations liability coverage. Such Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of the contract of work .

Special Risks or Circumstances

City of Stockton reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Certificate Holder Address

The address for mailing certificates, endorsements and notices shall be:

City of Stockton

Its Officers, Officials, Employees, and Volunteers

400 E Main St, 3rd Floor – HR

Stockton, CA 95202

7.2 FORM A – SAMPLE BUDGET TRACKER

Line Item		Program Budget	Committed Funding	Requested Funding	YTD reimbursement	Balance
PERSONNEL	FTE					
Program Manager (Annual - \$)					\$0.00	\$0.00
Case Manager (Annual - \$)					\$0.00	\$0.00
Office Assistant (Annual - \$)					\$0.00	\$0.00
Fringe Benefits (7%)					\$0.00	\$0.00
WC/Payroll Taxes					\$0.00	\$0.00
TOTAL PERSONNEL					\$0.00	\$0.00
OPERATIONAL						
Office Supplies					\$0.00	\$0.00
Postage					\$0.00	\$0.00
Program Supplies					\$0.00	\$0.00
Equipment					\$0.00	\$0.00
Travel (Mileage)					\$0.00	\$0.00
Professional Services: Consultant					\$0.00	\$0.00
Utilities					\$0.00	\$0.00
TOTAL OPERATIONAL					\$0.00	\$0.00
TOTAL BUDGET (Personnel + Operational)		\$0	\$0	\$0	\$0	\$0

