

City of Sanger
Gang/Drug Prevention/Intervention Services Grant Program
Funded by Measure S

2020

BACKGROUND AND INSTRUCTIONS

The City of Sanger has established a grant program which provides funding through Measure S to address anti-gang and anti-drug strategies including prevention, intervention, and youth development. Priority will be given to programs that implement identified best practices to address youth gang violence.

PURPOSE

Reflecting the city's efforts to make Sanger a more livable community, this program is designed to provide funding for a coordinated community response to youth gangs in the City of Sanger. The strategies to be employed include collaboration among local agencies, groups, and businesses to develop a true sense of community in reducing the anti-social behavior activities of our youth who find themselves participating or being lured into gangs and/or drugs. We believe this is accomplished through a variety of programs including education, peer mentoring, and alternative positive activities. The intent of the program is to further support community-based youth-serving agencies that develop Sanger's young people, thus preventing youth gangs and fostering positive relationships with the schools, churches, local community agencies and neighborhood crime prevention efforts.

OBJECTIVES

The key objectives of the grant program are to provide funding that will mobilize the local community to implement strategies to address gang activity and violence; provide education and build awareness regarding youth gangs; provide education and build awareness among parents and local community members regarding the impact youth gangs and drugs have on the community; create and maintain relationships with those youth most at risk of being victims or suspects of gang related violence; create and maintain effective communication with partner service providers and involved community members; and, identify at-risk youth and deter gang membership.

The priority of the program is to support strategies and programs that implement identified best practices to address youth gang violence. Best practices include prevention, intervention, and youth development. Prevention is identified as an effort that places emphasis on providing young children (ages 7-14) with knowledge and skills aimed at steering them away from a life of crime, drugs and gangs. Specific gang resistance materials include problem solving skills; clarifying values, dreams and goals; individual self-esteem building, and strength building. Lessons address gang avoidance, substance abuse, refusal and "escape" skills, aggression, anger, and violence management. Intervention programs or strategies include cognitive behavior therapy (counseling), mentoring, vocational training, tattoo removal, tutoring, life skills, socialization skills and peer mediation.

GOALS

The goals of the program are to:

1. Decrease the potential for acts of gang related violence and retaliatory acts.
2. Decrease anti-social behavior.
3. Increase the number of service referrals offered to gang affected at-risk youth in areas of counseling, mentoring, education, employment training and job opportunities and other assistance related programming.
4. Quantify the effectiveness and results of the program, project, activity, or event in relation to the objectives of the funding.
5. Increase communication with and develop collaboration between law enforcement, parole, probation, and community partners for implementing intervention or prevention strategies.

ELIGIBILITY

Who Can Apply

1. City sponsored program and service providers.
2. Registered non-profit organizations and churches (Note: cannot engage in ministering during the project, program, activity or event).
3. Organizations who serve the youth of Sanger.

Who Cannot Apply

1. Groups other than registered non-profit groups [e.g., for profit groups].
2. Individuals.
3. Others, as determined by the Citizen's Oversight Committee and City Council.

Key Determinants of Eligibility

To be considered eligible, all proposals must demonstrate that:

1. Primarily Sanger residents will be served.
2. An effort has been made to seek funding from sources other than the City and the applicant.
3. Funding and/or non-funding partnerships have been established.

Items Eligible for Funding

Items eligible for funding are those required to directly deliver the project, program, activity, or event including regular operating expenses such as staffing, supplies, and materials. **Please Note:** No more than 15% of grant monies requested may be used for Administrative costs of the project, program, activity, or event.

Items Not Eligible for Funding

Grant funding may not be used for:

1. Debt retirement.
2. Land and land improvements.
3. Building construction and repairs.
4. Retroactive funding.
5. Operating deficits.
6. Political activities including: promoting or serving a political party or group, lobbying of a political party, or for a political cause.

7. Activities that are restricted to or primarily serve the membership of the organization, unless group membership is open to the community and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need.
8. Annual fund-raising campaigns, form letters requests or telephone campaigns.
9. Expenses related to attendance at seminars, workshops, symposiums, or conferences.
10. Others, as determined by the Citizen's Oversight Committee and City Council.

APPLICATION REVIEW CONSIDERATIONS

Benefits of Funding Proposal

The following qualitative and quantitative factors are considered to determine the benefits of funding programs, projects, activities or events.

1. The purpose of the proposed program (e.g., prevention and intervention programs that have inherent value).
2. The quality of the program offered (e.g., sound practice followed, delivered by responsible people and professionals).
3. The number of youths served.
4. Evaluations of the program once delivered (e.g., youth and participant letters, surveys; community acceptance; program evaluations)
5. Benefits to the community at large.

Grant Allocation Considerations

In reviewing grant applications, preparing recommendations and making grant decisions, primary consideration is given to:

1. Demonstrated organizational efficiency, effectiveness and stability.
2. Demonstrated capability of organization to deliver proposed service.
3. The number of Sanger youth served.
4. The quality of service provided.
5. Realistic, attainable goals with sound performance measures.
6. The financial need of the group – dependency and % of grant funding required, other funding sources, etc.
7. Collaborative effort (community interaction, role and number of volunteers, partnerships with other organizations/agencies).
8. The use of existing community services and facilities.
9. Unique nature – not a duplication of service.
10. Other City programs, services and financial assistance already provided.

Applications which are less favored are those which:

1. Rely solely on Measure S funding.
2. Are funded by a single Group and the City.
3. Lack collaborative effort(s) in providing services.
4. Demonstrate limited or insufficient experience in providing services.
5. Duplicate existing services.

A quality, fully completed application has a better chance of receiving funding.

GRANT CYCLE/IMPORTANT DATES:

Date Application Available:	January 22, 2020
Due Date:	<u>March 16, 2020, by 4:00 PM</u> to: City of Sanger, Gang/Drug Prevention Intervention Grant Program, 1700 7 th Street, Sanger, CA 93657.
Application Review	Application review takes place March through April.
Funding Allocations	Funding allocations commence subsequent to adoption of the FY 2020/2021 budget.
Grant Cycle	July 1 to June 30

AWARDING OF GRANTS:

Grant Awards	<p>Not all groups meeting the Program requirements will necessarily receive a grant. Based on the number of applications, scope of project, program, activity, or event, and available funding, groups may not receive the full grant that they request, but may receive partial funding.</p> <p>Grants are not to be regarded as an entitlement; staff will not recommend funding to past grant recipients. The intent of the grant is to assist programs with support funding and are not meant to fund one hundred percent (100%) of the program costs.</p> <p>Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.</p> <p>As the Citizen's Oversight Committee and City Council wishes to maximize benefits from the Grant Program, the assessment of City Grant applications is discretionary.</p>
Council Decisions	<p>City Council will make the final grant decisions, at its sole discretion, based on the recommendations of the Citizen's Oversight Committee and the applicant's adherence to the grant program's purpose, objectives and goals.</p> <p>City Council may require additional information, choose to allocate funds in phases, require additional reporting conditions, or deny portions of requested funding. There is no appeal process regarding City Council's decision. However, applicants may submit grant application(s) in the next grant cycle.</p>

GRANT REPORTING REQUIREMENTS

Reporting Requirements

All grantees will be required to provide a comprehensive report to the Citizen's Oversight Committee on a semi-annual basis. The report must minimally include the following:

1. Summary of the project, program, activity, or event.
2. Total number of participants served identified as: First Time, Repeat and Overall attendees.
3. Clearly stated performance measures.
4. Financial Report specific to the funding received

Upon notification of award of grant funding, grantee will receive detailed instructions on reporting requirements.

If the project, program, activity, or event is cancelled or becomes nonviable, grant funds must be automatically and immediately returned to the City of Sanger.

Should funds received not be used for the stated purpose, the applicant may be required to return all or a portion of the grant allocation to the City of Sanger.

Tour of Program

Please note that City staff will schedule up to two on-site tours within the time period of the grantee's program. Participants may include the Citizens Oversight Committee Members, City Council Members, and City Staff.

GRANT APPLICATION GUIDELINES

The following guidelines have been developed to assist you in preparing a comprehensive and complete grant application. Please ensure that each question/section is answered fully, you may place "N/A" if the requested information is not applicable. Failure to fully or accurately respond to all questions or comply with all submission requirements may result in the disqualification of the entire application.

APPLICATION PACKET REQUIREMENTS

A total of three (3) copies must include the following, in the order outlined below.

1. **Application Cover Sheet** - The lead organization is required to complete the Application Cover Sheet (please use the form provided).
2. **Application Check List** - Please include the Application Check List and place a checkmark next to each item included in the packet – please indicate "N/A" by any item that is deemed not applicable.
3. **Contact Information** - The lead organization is required to complete the Contact Information Form (please use the form provided).
4. **Partner Contact Information** - Collaborative Partners Provide a summary of any and all agencies, organizations, etc. that will partner with you in providing the project, program, activity, or event with a definition of their role in providing the service. Each program partner will be required to complete the Partner Contact Information Form (please use the form provided).
5. **Conflict of Interest** - The lead organization and each partnering agency, organization, etc. is required to complete a Conflict of Interest Form (please use the form provided).
6. **Organizational Capacity** – limit to 2 pages - The lead organization shall demonstrate their capacity of providing the services proposed by providing the following background information:
 - a. Description/Profile of lead organization.
 - b. Experience: Number of years providing proposed or similar program services.
 - c. Description and details of program history.
 - d. Number of employees and brief description of their experience with proposed program service.
7. **Grant Application Form**
8. **Letter(s) of support** - Optional

One Original Copy must include all the items stated above and the following items (please place the items listed below in the front of the application documents):

1. Audited copy of Lead Organization's last financial report.
2. Lead Organization's current annual budget.
3. Lead Organization's organizational chart.
4. Job Descriptions of positions funded through Measure S only.
5. Staff Resumes for positions funded through Measure S only.
6. If program will be operated on school grounds, include a letter/statement from the School Principal or School District indicating that the use is approved (or will be approved if funded).
7. Copy of lead organization's General Liability Insurance Certificate.
8. Non-Profits must provide proof of Non-Profit Status.
9. Articles of Incorporation.
10. Organization By-laws.

APPLICATION SUBMISSION INSTRUCTIONS

Applications and all corresponding materials must be submitted in hardcopy form and mail to or dropped off by 4:00 PM, March 16, 2020, to: City of Sanger Gang/Drug Prevention Intervention Grant Program, 1700 7th Street Sanger, CA 93657.

Should you have any questions regarding the grant program, please contact the City Manager's office by calling (559) 876-6300, ext. 1500. Email inquiries only to ctamez@ci.sanger.ca.us.

Please note: APPLICATIONS WILL NOT BE ACCEPTED VIA EMAIL OR FAX

GRANT FUNDING ESTABLISHMENT-INFORMATION

Grant Funding is made available through Measure S as defined and outlined in Ordinance No. 1094 and Resolution No. 4361. You may request a copy of either document by calling the City Manager's office (559) 876-6300, ext. 1500 or City Clerk's office at (559) 876-6300 ext. 1350.

You may also visit our website: www.cityofsanger.net and view Article IV of Chapter 66 – Police, Fire, Paramedic, 9-1-1 Emergency Response and Gang/Drug Prevention Special Transactions and Use Tax for Public Safety.

GRANT REVIEW PROCESS

Following is the process guideline for the review of grant applications requesting funding from Measure S. An annual grant cycle has been established in which applications will be accepted through March 16, 2020. A preliminary review by the City Manager and/or his/her designee will take place at the time of submission to ensure that the grant application is complete and that the proposal meets the general grant criteria. An internal review committee will conduct a comprehensive review of applications to ensure that the proposal meets the criteria requirements and to determine the feasible and fiscal sustainability of the proposed program, activity, or event. The internal review committee will be comprised of the following: Up to two (2) members of the Citizens' Oversight Committee, One (1) staff member of the Finance Department, and One (1) staff member of the Police or Fire Department. Additional city staff members may be appointed as determined by the City Manager.

The internal review committee will submit their findings to the Finance Director along with the recommendation of either funding or denying the application. The Finance Director will utilize these findings to prepare a formal staff report with funding recommendations to present to the Citizens' Oversight Committee at their May meeting.

Applicants who receive favorable recommendation will be required to attend the May Citizen's Oversight Committee (COC) meeting to provide a brief overview of their proposal to the COC. After the oral presentations by the applicant(s), the Finance Director will present the staff report outlining formal recommendation(s) for funding consideration. (Staff will provide copies of applications to the Citizens Oversight Committee as reference).

The COC will take action to forward final recommendations to the City Council for approval. The Finance Director will prepare a staff report for presentation at the second City Council Meeting in May. The City Council will review recommendations and take formal action to approve funding allocation(s). Upon approval and by direction, the Finance Director will establish the appropriate budget allocation into the next Fiscal Year.

Funding will be made available to successful applicants no sooner than July 1, in one payment as approved by City Council on January 18, 2018.