



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Kip Harkness

SUBJECT: SEE BELOW

DATE: November 2, 2020

Approved

Date

11/2/2020

**SUBJECT: REPORT ON THE COLLECTIVE IMPACT GRANT PROGRAM FOOD
AND NECESSITIES DISTRIBUTION BY COMMUNITY BASED
ORGANIZATIONS**

RECOMMENDATION

Accept the report on the Collective Impact Grant Funding Opportunity and adopt a resolution authorizing the City Manager to:

- (a) Negotiate and execute grant agreements with selected organizations in Attachment A for the Collective Impact Grant Program for an initial term retroactive to October 15, 2020 and ending on or about December 30, 2020 with maximum compensation for all agreements not to exceed \$3,451,780.
- (b) Negotiate and execute amendments and change orders for any unanticipated changes including increasing aggregate amounts exceeding \$320,000, subject to the appropriation of funds.

OUTCOME

The recommended actions will enable the City of San José (City) to provide an additional 480,000 meals and other necessities to San José residents during the COVID-19 pandemic and further reduce food insecurity through full allocation of food related Coronavirus Relief Funds (CRF) through December 30, 2020.

BACKGROUND

On March 16, 2020, the Santa Clara County Public Health Officer issued a mandatory order limiting activity, travel, and business functions to only the most essential needs due to the COVID-19 pandemic. In the months since, the City's Emergency Operations Center (EOC) took on the County of Santa Clara's request to set up, administer, and staff a county-wide food and

necessities distribution program for residents impacted by the COVID-19 Emergency. As of October, the City and County have transitioned the responsibility and accountability for the county-wide response back to the County, while the City remains responsible for food and necessities distribution for its residents in San José. To date, many of the City's residents continue to need to shelter-in-place to remain in good health and reduce the spread of COVID-19, and many feel the second order economic effects of the pandemic and need access to food and necessities. In order to effectively address this need, the City continues to work with its Community Based Organization partners to strengthen the current food and necessities ecosystem.

The City Council received \$178 million in Coronavirus Relief Funds (CRF) from the U.S. Department of Treasury to address the COVID-19 pandemic. On September 1, 2020, the EOC Food and Necessities Branch leadership presented the San José Food Distribution Update and stated that \$3,500,000 would be devoted to creating a Collective Impact Grant Program. On September 9, 2020 Administration released the Collective Impact Grant Funding Opportunity seeking two outcomes: first, to determine if a CBO would be interested and qualified to act as a fiscal agent for the City to administer this grant program; second, to address the unmet needs of CBOs that the City had not yet identified that would be providing food and necessities distribution and related services through December 30, 2020 to San José residents who are impacted by the COVID-19 pandemic. Non-profit organizations and government entities were given a deadline of September 25, 2020, to submit their proposals through the WebGrants online system. The agreements awarded under this Funding Opportunity will begin on or about October 15, 2020 with the initial term ending on December 30, 2020.

ANALYSIS

On September 25, 2020, the Collective Impact Grant Funding Opportunity closed. No proposals were received from organizations to become the Collective Impact implementation partner and fiscal agent. Therefore, the Administration will take on the role of administering grants to qualified CBOs that are providing food and necessities services to San José. The Administration received eleven (11) proposal responses prior to the submittal deadline as follows:

1. Bay Area Community Health
2. Downtown Streets Team, Inc.
3. Healing Grove Health Center Foundation
4. Hunger at Home
5. Loaves and Fishes Family Kitchen
6. Mama D 2nd Chance
7. Opening Doors 2020
8. School of Arts at Culture at Mexican Heritage Plaza
9. Sourcewise
10. Veggielution
11. YMCA of Silicon Valley

Evaluation Process:

The eleven proposals were reviewed and scored in accordance with the evaluation criteria set forth in the Funding Opportunity document by a three-member evaluation team. Two evaluators were from the Department of Parks, Recreation and Neighborhood Services, and one evaluator was from the County of Santa Clara's Executive Office. The evaluation summary and proposal scores are as follows:

Table 1. Evaluation Summary

Evaluation Summary	Maximum Points
Organizational Experience	20
Service Model	20
Performance Outputs	20
Methodology	20
Budget	20
Total Score	100

Table 2. Proposal Scores

Organization Name	Points (out of 100)
Sourcewise	94.7
School of Arts and Culture at Mexican Heritage Plaza	87.3
Loaves & Fishes Family Kitchen	83.7
YMCA of Silicon Valley	82.3
Bay Area Community Health	81
Veggielution	79.3
Healing Grove Health Center Foundation	77.3
Downtown Streets, Inc.	77.3
Mama D 2 nd Chance	72
Hunger at Home	67
Opening Doors 2020	47.7

Appeals: The City's Funding Opportunity process included a three-day appeal period that began when the City issued the Notice of Inclusion to Qualified List on October 2, 2020. No appeals were received.

Award Recommendations: The Funding Opportunity allows the City to issue multiple awards. The Administration recommends awarding grants to the top ten (10) highest ranked organizations as outlined in Attachment A. Several of the organizations will be working with other partners that are not the primary recipient. For example, Healing Grove Health Foundation proposed working with Cathedral of Faith, and Loaves and Fishes Family Kitchen proposed

working with Martha's Kitchen to deliver their scope of work. Furthermore, the evaluation panel recognized the value of the scope of work that Opening Doors 2020 was proposing but determined that based on the low score in experience that they should be paired with a more experienced organization. The City therefore supported a partnership in which Loaves and Fishes Family Kitchen will be subcontracting to Opening Doors 2020 to provide those services.

Summary of Proposed Agreements: The agreements will be in accordance with the City's standard grant terms and conditions as well as all applicable federal funding requirements, and include the following provisions:

- Grantees will conduct an intake and screening system for individuals and families receiving meals or services to ensure eligibility. An individual is considered eligible for the Program if they are:
 - Individuals that have been exposed to or tested positive for COVID-19 but who do not require hospitalization;
 - High-risk individuals people over 65 or with certain underlying health conditions, as defined by the Center for Disease Control and Prevention ("CDC");
 - Other populations that should be isolated based on the direction of guidance of the appropriate public health officials; and
 - Individual and families disproportionately impacted by unemployment and other economic hardship during the pandemic.
- Grantees comply with provisions for federally funded agreements which includes maintaining all records associated with this Program for five years and maintaining records that verify that the population served matched the population as set forth in the Funding Opportunity document.

CONCLUSION

The recommended actions will enable the City of San José (City) to provide an additional 480,000 meals and other necessities to San José residents during the COVID-19 pandemic and further reduce food insecurity through full allocation of food related Coronavirus Relief Funds (CRF) through December 30, 2020.

EVALUATION AND FOLLOW-UP

Staff will monitor progress on the rate at which the funding is spent. If the funding will not be fully expended by December 30, 2020 staff may return with a recommendation on how to award the reallocate the funds to food distribution programs.

CLIMATE SMART SAN JOSÉ

The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility goals.

PUBLIC OUTREACH

This memorandum will be posted on the City's Council Agenda website for the City of San José Council meeting to be held on November 3, 2020.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

COMMISSION RECOMMENDATION/INPUT

No commission recommendation or input is associated with this action.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with the 2020-2021 Adopted Budget and City Services Area of Neighborhood Services to provide healthy neighborhoods and capable communities. The Collective Impact Grant Program is also part of the Emergency Operations Center response to the public health emergency by facilitating the sheltering-in-place of vulnerable residents and by addressing the food insecurity of residents affected economically by the shelter-in-place orders. These actions are in line with the guidance given by the United States Treasury Department on the intended purposes of these funds.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: **\$3,451,780**

2. COST ELEMENTS:

Essential Meals and Services Delivery for 11.5 weeks

Bay Area Community Health	\$132,125
Downtown Streets Team	\$41,981
Healing Grove Health Center Foundation	\$686,749
Hunger at Home	\$250,000
Loaves & Fishes Family Kitchen	\$1,136,481
Mama D 2nd Chance	\$98,860
School of Arts and Culture at MHP	\$98,524
Sourcewise	\$547,603
Veggielution	\$151,658
YMCA of Silicon Valley	\$307,799

TOTAL GRANT AWARD NOT-TO-EXCEED **\$3,451,780**

3. SOURCE OF FUNDING: Coronavirus Relief Fund (401), Appropriation 210R Food and Necessities.

4. FISCAL IMPACT: The agreements will be funded by the Coronavirus Relief Fund (401).

BUDGET REFERENCE

The table below identifies the funds and appropriations to fund the agreements recommended as part of this memorandum.

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Agreements	2020-2021 Proposed Operating Budget Page*	Last Budget Action (Date, Ord. No.)
401	210R	Food and Necessities	\$12,000,000	\$3,451,780	N/A	9/22/2020, 30482

* The FY 2020-2021 Proposed Operating Budget was adopted by Council on June 23, 2020 but is not yet published.

HONORABLE MAYOR AND CITY COUNCIL

November 2, 2020

Subject: Report on The Collective Impact and Non-Profit Unmet Needs Grant Program

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CEQA

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

/s/

KIP HARKNESS

Deputy City Manager

For program-related questions, please contact Dolan Beckel, Director of Civic Innovation, EOC Food and Necessities Distribution Branch at (408) 745-9696 or dolan.beckel@sanjoseca.gov

Attachment

ATTACHMENT A
GRANTEE SCOPE AND AWARD AMOUNTS

GRANTEE	SCOPE	Agreement Not to Exceed
Bay Area Community Health	Distribute food gift cards as an incentive to get COVID-19 testing, Diabetes testing, and Flu shots, for the Collective Impact Grant Program.	\$132,125
Downtown Streets Team, Inc.	Grantee will provide 200 hygiene kits to low-income or homeless San José residents for the Collective Impact Grant Program.	\$41,981
Healing Grove Health Center Foundation	Grantee will create jobs for individuals and families impacted by unemployment due to the pandemic, who will help with food distribution to COVID positive, COVID exposed, and high-risk individuals for the Collective Impact Grant Program.	\$686,749
Hunger at Home	Meal distribution services to San José residents affected by COVID-19.	\$250,000
Loaves and Fishes Family Kitchen	At-home meal and grocery distribution services to San José residents affected by COVID-19. In addition to its own program, Grantee will subcontract to Martha's Kitchen and Opening Doors 2020.	\$1,136,481
Mama D 2 nd Chance	Grantee will provide door-to-door hot meals, groceries, mask and hand sanitizer bottles to vulnerable families and individuals for the Collective Impact Grant Program.	\$98,860
School of Art and Culture at MHP	Food distribution and no-cost COVID-19 testing for San José residents affected by the pandemic.	\$98,524
Sourcewise	Grantee will provide and deliver meals to San José residents affected by COVID-19 for the Collective Impact Grant Program.	\$547,603
Veggielution	"East Side Connect Program" to provide farm box distribution for at-home delivery or pick up for the Collective Impact Grant Program.	\$151,658
YMCA of Silicon Valley	Grantee will hire staff to support safe learning programs and food distribution for youth for the Collective Impact Grant Program.	\$307,799