



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Albert Balagso

SUBJECT: SEE BELOW

DATE: 9-6-06

Approved

Date 9/12/06

COUNCIL DISTRICT: City-Wide
SNI AREA: N/A

SUBJECT: APPROVAL OF THE PROPOSED SCHEDULE, PROCESS, AND EVALUATION CRITERIA FOR THE 2007-2008 HEALTHY NEIGHBORHOODS VENTURE FUND (HNVF) APPLICATION CYCLE 8

RECOMMENDATION

Approval of the application process, evaluation criteria, and schedule for the 2007-2008 Healthy Neighborhoods Venture Fund (HNVF) application Cycle 8.

OUTCOME

The desired outcome of this memorandum is an approved application process, evaluation criteria, and schedule for the 2007-2008 HNVF application cycle.

BACKGROUND

Each year, the HNVF Advisory committee approves an application schedule and process, including the evaluation criteria, for the upcoming HNVF application cycle for recommendation to the City Council. On June 21, 2006 and August 16, 2006, the Committee reviewed staff's recommendations and heard public comment on the criteria. Staff now presents the Committee's recommendations to the City Council as detailed in this memorandum. This report and attached criteria and schedule entail the Committee's recommendation for the 2007-2008 HNVF application cycle.

Applications for the HNVF grant program are scheduled to be released to the public on October 16, 2006. City Council approval of the criteria, process, and schedule, including policies needed to implement the process, is required prior to the release of the application. Following City

Council approval, the Committee and staff will solicit and review project applications, hold HNVF Committee meetings, and make a funding recommendation to the City Council.

ANALYSIS

As part of the annual cycle and process for HNVF, the Committee and staff reviewed the prior year to identify opportunities for improvement. The following is a list of policy and criteria changes that are recommended for the 2007-2008 application cycle. Policies not specifically identified are recommended to remain in force, unchanged from the 2006-2007 application cycle. This memorandum does not include policies or criteria that were discussed but are not recommended by the Committee. Attached are the updated criteria and schedule for Cycle 8 (Attachments A and C). Attachment B is unchanged from Cycle 7.

RECOMMENDED POLICY AND CRITERIA CHANGES

- For Cycle 8, “New” projects are defined as those projects not funded by HNVF in Cycle 6 or 7.
- Projects funded in Cycle 7 as “pilot projects” may apply for a maximum of \$37,500 in Cycle 8.
- The HNVF grant program will no longer accept Physical Improvement (construction) applications. (Note: this is a policy recommendation that affects future years of the HNVF grant program, beginning in Cycle 8.)
- Santa Clara Family Health Plan, Homework Centers, and HNVF Administration will be funded off-the-top in Cycle 8 as in previous cycles.
- Funded projects are no longer required to submit a quarterly Activity Schedule.
- For Cycle 8, the Past Performance rating criteria will be based on performance during Cycle 6 and the first half of Cycle 7.
- The Past Performance rating criteria will be modified to include evaluation of whether or not the prior year's audit and leverage documentation were submitted by deadline due dates.
- The Outcomes rating criteria will be modified to require two intermediate performance measures rather than requiring only one.
- Applicants in the Education/Health category must address two Developmental Assets rather than addressing only one Developmental Asset, or they may address a Basic Human Need such as food, shelter, or health care.. The 41 Developmental Assets defined by the Search Institute and Project Cornerstone are essential building blocks for young people’s achievement, as well as avoidance of high-risk behaviors.

PUBLIC OUTREACH/INTEREST

The recommendations included in this memo were considered and approved for recommendation to the City Council by the HNVF Advisory Committee at public meetings held on June 21, 2006 and August 16,

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2006, e-mailed to appropriate stakeholders, and posted on the Healthy Neighborhoods Venture Fund website (<http://www.sanjoseca.gov/prns/grants/hnvf/hnvf.asp>). The release of the Request for Proposal will be publicly advertised in the San Jose Mercury News.

COORDINATION

This memorandum was coordinated with the City Attorney's Office.

CEQA

CEQA: Exempt.


for ALBERT BALAGSO
Acting Director, Parks, Recreation and
Neighborhood Services

For questions please contact SHARON BARBACCIA, SENIOR ANALYST, at 793-4175.

Attachment A: HNVF Proposal Rating Criteria for Cycle 8 (2007-2008)

Attachment B: HNVF Goals, Impact Areas, and Long-Term Outcomes Related to Health and Safety

Attachment C: Cycle 8 (2007-2008) HNVF Grant Application and Process Schedule

**HNVF PROPOSAL RATING CRITERIA
FOR CYCLE 8 (2007-2008)**

APPLICATION PRE-SCREENING

Rating Criteria	Description	Rating Type
Statement of Needs	Meets a demonstrated community need and has clearly stated funding need for a project that falls within one of the funding categories. Articulates how the proposed project addresses the need.	<p>Yes: Agency demonstrates a need and the proposed project feasibly and credibly addresses the need.</p> <p>No: Agency does not demonstrate a need or proposed project does not directly relate to addressing the need.</p>
Capacity to Achieve Results	Demonstrates an ability to successfully implement proposed project.	<p>Yes: Agency demonstrates expertise, experience, and a sufficient level of staffing to meet the need.</p> <p>No: Agency does not demonstrate expertise, experience, and a sufficient level of staffing to meet the need.</p>
Operational Performance	Demonstrates a successful overall track record of accomplishing goals in a timely manner. Provides financial audit if available.	<p>Yes: No major performance issues are detected. Most recent financial audit does not include any unaddressed reportable conditions or material weaknesses.</p> <p>No: Has a poor performance record with difficulty accomplishing goals or most recent financial audit includes unaddressed reportable conditions or material weaknesses.</p>
Leverage	<p>Demonstrates a 20% cash match.*</p> <p>*Documented value of donated or subsidized rent and/or utilities may be included in cash match.</p>	<p>Yes: Agency demonstrates at least 20% cash match.</p> <p>No: Agency does not demonstrate at least 20% cash match.</p>

**HNVF PROPOSAL RATING CRITERIA
FOR CYCLE 8 (2007-2008)**

APPLICATION RATING

Rating Criteria	Description	Rating Type
Project Design	Proposed service is explained, clearly described and includes the location of services, number of clients served, and hours of operation. Demonstrates how it impacts the community need identified.	<p>High: Applicant describes the project design very clearly and in detail.</p> <p>Medium: Applicant adequately describes the project design, but description may be somewhat lacking in detail or clarity.</p> <p>Low: Applicant does not adequately describe the project design.</p>
Work Plan	Illustrates an achievable work plan for the proposed project, with reasonable goals, performance measures, and activities to obtain the stated results.	<p>High: Applicant's proposed work plan very clearly illustrates the activities described in the Project Design section and the performance measures stated in the Project Outcomes section.</p> <p>Medium: Applicant's proposed work plan adequately illustrates the activities described in the Project Design section and the performance measures stated in the Project Outcomes section.</p> <p>Low: Applicant's proposed work plan does not adequately illustrate the activities described in the Project Design section and the performance measures stated in the Project Outcomes section.</p>

**HNVF PROPOSAL RATING CRITERIA
FOR CYCLE 8 (2007-2008)**

Rating Criteria	Description	Rating Type
Project Outcomes	<p>States quantifiable intermediate performance measures that are realistic and have clearly defined measurement methodology.</p> <p>A performance measure differs from an activity measure in that a performance measure demonstrates a measurable change in behavior, situation or condition.</p> <p>Projects in the Education/Health Category present performance measures for two developmental assets or a basic human need.</p>	<p>High: Applicant presents two intermediate performance measures that are clearly stated and measures the intended results of the project. There is a very clear connection between the performance measures, the services provided, and the needs addressed. Performance measures are quantifiable and supported by clear measurement methods. Applicants in the Education/Health category present a performance measure for at least two of their Developmental Assets or for a basic human need.</p> <p>Medium: Applicant presents only one intermediate performance measure that clearly measures the intended results of the project; there is a slight connection between the performance measure, the services provided, and the needs addressed, but the performance measure does not clearly demonstrate a behavior, situation, or condition change; <i>or</i> the performance measure is not quantifiable and measurable or is not supported by clear measurement methods. Applicants in the Education/Health category present a performance measure for only one of their Developmental Assets.</p> <p>Low: Applicant does not present an intermediate performance measure that</p>

**HNVF PROPOSAL RATING CRITERIA
FOR CYCLE 8 (2007-2008)**

Rating Criteria	Description	Rating Type
		<p>measures the intended results of the project; there is no clear connection between the performance measure, the services provided, and the needs addressed; <i>and</i> the performance measure is not quantifiable and measurable or is not supported by clear measurement methods. Applicants in the Education/Health category do not present a performance measure for at least one of their Developmental Assets.</p>
Leverage	<p>Demonstrates substantial leveraging of funding sources. Documented value of donated or subsidized rent and/or utilities may be included in cash match.</p>	<p>High: More than 50% cash match.</p> <p>Medium: 36-50% cash match.</p> <p>Low: 20-35% cash match.</p>

**HNVF PROPOSAL RATING CRITERIA
FOR CYCLE 8 (2007-2008)**

Rating Criteria	Description	Rating Type
<p>Past Performance in the HNVF Program</p>	<p>During the previous two cycles, project was conducted as described in the contract, project goals were met, and reports, documents, leverage documentation, and audits were submitted in a timely manner.</p>	<p>High: Agency complied with all terms of contracts and received prior written approval for all changes. Agency met or exceeded all goals; no unresolved issues at monitoring visits; all reports, documents, leverage documentation, and audits submitted within timeframe. For Cycle 6 and forward, attended all required HNVF workshops.</p> <p>Medium: Agency did not comply with all terms of contracts or did not receive prior written approval for some changes; some project goals were not met; some reports, documents, leverage documentation, or audits were not submitted in a timely manner; or, for Cycle 6 and forward, agency attended some but not all required workshops.</p> <p>Low: Project was not conducted as described in contracts, agency did not receive prior written approval for changes, project goals were repeatedly or substantially unmet, or reports, documents, leverage documentation, or audits were repeatedly not submitted in a timely manner. For Cycle 6 and forward, agency did not attend required workshops.</p>

**HNVF GOALS, IMPACT AREAS AND LONG-TERM OUTCOMES
RELATED TO HEALTH AND SAFETY**

HNVF Goal	Impact Areas	Long-term Outcomes
<p><i>To decrease the use of tobacco products and related health problems associated with tobacco use for San José residents, contributing to improved overall health for the City's population.</i></p>	<p>TOBACCO-FREE COMMUNITY (San José Tobacco-Free Collaborative)</p> <p>Stop tobacco addiction and reduce the impact of tobacco use in San José through prevention and education, tobacco cessation, and counter-marketing.</p>	<ol style="list-style-type: none"> 1. San José will be a tobacco-free community.
<p><i>To improve the academic success of San José students through programs that address unmet health care needs and provide for healthy developmental age-appropriate activities.</i></p>	<p>EDUCATION (Blueprint)</p> <p>Provide for safe opportunities for youth to be successful and productive.</p>	<ol style="list-style-type: none"> 1. Young children will enter kindergarten ready to succeed academically. 2. Elementary/middle school children will be educationally at or above grade level and will choose healthy behaviors. 3. Teenagers have a sense of purpose and graduate from high school with a plan for higher education or career preparation.
<p><i>To improve the quality of life for seniors by increasing subsidized programs and services, providing for basic health and nutritional needs, and promoting independent living through social and recreational activities.</i></p>	<p>SENIOR SERVICES (Aging Services Strategic Plan)</p> <p>Each person living in the City of San José and the County of Santa Clara respects older adults. The community values the contributions, strengths, wisdom, and diversity of its older members and provides an integrated network of services to meet their needs and enhance their quality of life.</p>	<ol style="list-style-type: none"> 1. Every older adult in San José receives an adequate daily diet. 2. Older persons in San José maintain optimum physical and mental health, and have full access to affordable preventive and treatment health services. 3. Older adults needing homemaker, attendant, respite nursing care, and/or transportation receive appropriate type and levels of affordable services to maximize their independence. 4. Older adults in San José have full protection from physical, psychological, and/or financial abuse and neglect.

Cycle 8 (2007-2008)
HEALTHY NEIGHBORHOODS VENTURE FUND (HNVF)
GRANT APPLICATION AND PROCESS SCHEDULE

DATE	ACTIVITY
<p>Wednesday, June 21, 2006 Location: Dr. Martin Luther King Jr. Library 150 E. San Fernando Street 2nd Floor, Room 225 Time: 4:00 PM – 7:00 PM</p>	<p>Committee Meeting: Committee Debrief/Discussion on Process Improvement</p>
<p>Wednesday, August 16, 2006 Location: City Hall Council Chambers 200 E. Santa Clara Street San Jose, CA. 95113 Time: 4:00 PM – 8:00 PM</p>	<p>Committee Meeting: Public Hearing on criteria and process. Committee approves criteria and process for recommendation to Council</p>
<p>Tuesday, September 26, 2006</p>	<p>City Council approval of criteria and process</p>
<p>Wednesday, September 27, 2006 Location: City Hall Wing, Room W-120 200 E. Santa Clara Street San Jose, CA 95113 Time: 3:00 PM – 5:30 PM</p>	<p>Committee Meeting: Meeting regarding Needs Model</p>
<p>Monday, October 16, 2006 9th Floor (Tower)</p>	<p>Applications released to the public and Technical Assistance period begins</p>
<p>Wednesday, October 18, 2006 Location: City Hall Council Chambers 200 E. Santa Clara Street San Jose, CA. 95113 Time: 4:00 PM – 7:00 PM</p>	<p>Committee Meeting: Tentative meeting regarding Needs Model</p>

Cycle 8 (2007-2008)
HEALTHY NEIGHBORHOODS VENTURE FUND (HNVF)
GRANT APPLICATION AND PROCESS SCHEDULE

DATE	ACTIVITY
Wednesday, October 25, 2006 Location: City Hall Council Chambers 200 E. Santa Clara Street San Jose, CA. 95113 Time: 1:00 PM – 4:00 PM	Workshop: On Eligibility and Project Outcomes and how to complete your HNVF application
Thursday, October 26, 2006 Location: City Hall Council Chambers 200 E. Santa Clara Street San Jose, CA. 95113 Time: 9:00 AM – 12:00 PM	Workshop: On Eligibility and Project Outcomes and how to complete your HNVF application
Friday, December 1, 2006	Last day for Technical Assistance
Monday, December 4, 2006 Location: T-955 (Tower 9 th Floor) Time: 8:00 AM – 5:00 PM	HNVF Applications Due
Thursday, December 21, 2006	Applications provided to Committee
Thursday, February 1, 2007	Last day for applicants to submit updated leverage information
Wednesday, February 7, 2007 Location: To be determined Time: 4:00 PM – 7:00 PM	Committee Meeting: Tentative meeting regarding Needs Model
Thursday, March 1, 2007	Summary analysis distributed to Committee
Wednesday, March 21, 2007 Location: To be determined Time: 4:00 PM – 9:00 PM	Committee Meeting and Public Comment: Application Discussion Meeting. 2 nd Quarter Monitoring Report

Cycle 8 (2007-2008)
HEALTHY NEIGHBORHOODS VENTURE FUND (HNVF)
GRANT APPLICATION AND PROCESS SCHEDULE

DATE	ACTIVITY
Wednesday, April 18, 2007 Location: To be determined Time: 4:00 PM – 7:00 PM	Admin. Recommendation and Committee Working Meeting: To discuss Committee's Recommendation
Wednesday, May 2, 2007 Location: To be determined Time: 4:00 PM – 7:00 PM	Committee Working Meeting: To finalize Committee Funding Recommendation
Tuesday, June 19, 2007	City Council approves HN VF Recommendations as part of the 2007-2008 Adopted Budget Actions
Wednesday, June 20, 2007 Location: To be determined Time: 4:00 PM – 7:00 PM	Committee Meeting: Proposal Process Debriefing