

PUBLIC NOTICE

SUNOL COMMUNITY IMPROVEMENT FUND REQUEST FOR PROPOSALS, APPLICATION, AND CRITERIA

DATE: November 1, 2017

Introduction

The Sunol Citizens Advisory Council (SCAC) and Alameda County seek proposals from Sunol residents for projects/programs to benefit and/or improve the Sunol Town area.

Any annexation, withdrawal, or change in city or county boundaries, including redistricting, shall be deemed to alter the boundaries of Sunol correspondingly.

The unincorporated area of Sunol consists of various land uses, including industrial mining operations. To mitigate impacts to the community of Sunol, Alameda County collects fees as part of the Surface Mining Permit process for a Community Improvement Fund. Currently \$77,804 is available for grants. The Sunol Community Improvement Fund consists of funding from fees paid by the following Surface Mining Permits: 30 (*anticipated*), 32, 34.

Purpose of the fund

The purpose of the Sunol Community Improvement Fund will be to enhance the community environment of Sunol through projects initiated by the community that will enrich and enhance the environment for the residents of Sunol.

Projects can include landscaping, infrastructure, and/or other projects. An example of prior approved projects includes the down town street trees, Sunol CERT containers, among other projects/programs.

Any materials, products, equipment, or anything physical purchased with moneys from the fund will belong to the entire community of Sunol. Products of the grant should be available to everyone. Individuals should not benefit financially or receive goods or services for their own personal use.

Process

The Sunol Citizens Advisory Committee (SCAC) will facilitate implementation of the Community Improvement Fund program by overseeing the application process, evaluating Proposals for funding and making recommendations to the County based on Alameda County-established criteria and guidelines. All Proposals reviewed by the SCAC and submitted to the County shall be placed before the Board of Supervisors for its final determination.

The SCAC will accept Proposals on a flow basis for the Community Improvement Fund, i.e applications can be submitted year round.

If an individual, organization, business, or other group wishes to participate in this program, the Proposal should be completed and include a detailed project description, benefits to the community, detailed source and prices of any products, materials, or services needed to complete the project/program. If volunteer time or services are required, note source and time required,

and how program will be managed. Applicants should be prepared to provide a brief oral presentation at a regularly scheduled SCAC meeting as coordinated with County staff.

Proposals will be published for public review as an attachment to the SCAC meeting agenda at least one (1) week in advance of the scheduled review meeting. The SCAC will review and make recommendations on grant applications for final Board of Supervisors approval at the next scheduled SCAC meeting. The SCAC will utilize County approved criteria, as developed with input from the SCAC, to evaluate which proposals to recommend for approval. This criteria will be included as part of this Request for Proposals.

Proposals and presentations will be reviewed by Councilmembers during a public meeting of the SCAC. The SCAC meets the 3rd Wednesday of every month at 6:30 p.m. at the Sunol Glen Elementary School (unless otherwise noticed). **Recommendations for funding and approval will be made by the SCAC, with final approval by the Board of Supervisors.**

Applicants should be aware that generally, applications may take 3-4 months to process and have a final decision rendered. All efforts will be made to complete the process in a timely manner. Applicants will be notified of final approval or rejection of the application via letter from the Alameda County Community Development Agency.

Conflict of Interest

No member of the SCAC may take part in the review, discussion, or recommendation process of any application that financially benefits them individually or a member of their family.

Submittal of Application and Further Information

Visit <https://www.acgov.org/board/district2/scac.htm/> to download an electronic version of this application. Please contact Rodrigo Orduna, Alameda County Community Development Agency Assistant Deputy Director at (510) 670-5400 or Rodrigo.Orduna@acgov.org for more information.

Submit application via email to Rodrigo.Orduna@acgov.org or mail applications to:
Community Development Agency
ATTN: Rodrigo Orduna
224 West Winton Avenue, Rm 111
Hayward, CA 94544

SUNOL COMMUNITY IMPROVEMENT FUND CRITERIA

The following is a list of criteria that the SCAC members will consider when evaluating Proposals. Recommendations will not be scored entirely on the list below. Some items may not apply. The list below is provided to give applicants an idea of items they should address in their application.

The following criteria will be used by the SCAC to review and act upon Proposals for funding:

1. The Proposal will improve the quality of life in the Sunol community. The Proposal should describe the improvement to the town of Sunol that will result from the proposed project and how the sense of community will be enhanced as a result of the project.
2. The Proposal is a result of community involvement in the planning process. The application should explain how the community was involved in the planning process that led to this proposal.
3. The Proposal involves the community in implementation. The application should describe how members of the community will be involved in the implementation of the project, including volunteers or donated services.
4. The Proposal is cost effective. The application should explain the cost effectiveness of the project by identifying how other sources of funding, if any, will be leveraged by the project.
5. The Proposal will use high quality materials. The Proposal should explain in detail the specific materials to be used in the project, including specifications that would insure high quality.
6. The Proposal is made by an individual, group, or organization that can demonstrate the ability to implement the project/program. The Proposal should describe in detail the evidence that will support the applicant's ability to implement the project as proposed.
7. The Proposal will be conducted in a timely manner. The Proposal should describe a timeline to completion.
8. The Proposal has a detailed budget that itemizes all expenditures and includes descriptions for, and costs of, all services and materials. The Proposal includes any appropriate plans, specification, sheets from vendors, and written quotes for materials necessary to complete the project.
9. If necessary, the applicant has secured other funding to assist in completion of the project. The Proposal should identify and describe other sources of funding that will be used on the project.
10. The Proposal includes a plan for ongoing maintenance of the project, should any be necessary. The Proposal will describe the necessary maintenance that may be needed and describe now that will be done.
11. The Proposal has community support. The Proposal will include evidence of community support.

EXAMPLE OF PROCESS TIMELINE/CALENDAR*

February 3: Proposal(s) submitted to the Community Development Agency.

February 12: SCAC Agenda and Proposal(s) published on County website <http://www.acgov.org/cda/planning/>, posted on Sunol community bulletin board, and distributed to SCAC member email list.

February 19: SCAC public review of Proposal(s) and community comments received during regularly scheduled meeting.

March 19: SCAC considers Proposal(s) and makes final determination to reject the Proposal(s), request additional information, or recommends approval to the Alameda County Board of Supervisors.

April/May: At the first available Board of Supervisors Planning meeting, staff moves forward SCAC recommendations for Board approval.

May/June: Funds distributed to approved Proposal(s).

**Dates listed for illustrative purposes*

SUNOL COMMUNITY IMPROVEMENT FUND APPLICATION

Proposed Project Title: _____

First Name: _____ Last Name: _____

Organization: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Please respond to all applicable questions below. Recommended application length is, but not limited to, two (2) pages in length.

Use this space to provide a brief summary of your proposal.

1. Project Description (please describe the project):

2. How will the project improve the quality of life in Sunol?

3. How will the local community be involved in the planning and/or implementation of the project?

4. Does the project have other sources of funding secured or will the project use this grant to leverage other funding? Please describe.

5. Explain any materials that will be used in the project. Provide schematics, maps, drawings and other information where appropriate.

6. Describe your or your organizations ability to implement the project.

7. Describe the project timeline to completion.

8. Describe the project budget below or attach a more detailed line item budget as an exhibit.

9. Describe any necessary maintenance that may be required once the project is completed and how it will be funded and maintained.

10. Is there anything else you would like us to know? Use this section to cover any items that were not addressed in the above questions and/or to conclude your proposal.