



City of Merced

MERCED

August 23, 2021

REQUEST FOR INTEREST: *Stephen Leonard Park Community Center*



OVERVIEW:

Merced is seeking a qualified non-profit group or organization to operate and provide programming primarily for youth at the Stephen Leonard Park Community Center. The City will provide the use of the building at no cost to the provider and will pay up to \$7,500 a year in utility costs.

The City is open to a wide variety of youth-oriented programming at the site that could include, but is not limited to:

Safe Haven After School program, youth center, enrichment classes, teen parenting classes, job training, educational assistance, and other programming to serve the residents of Merced.

THE SITE:

The Community Center is located at 640 T Street, in a neighborhood park with a playground, picnic area, basketball court, grass play area, skate park and splash park. The Community Center is in an ethnically and culturally diverse neighborhood and is across the street from Sheehy Elementary School, grades K-6.

The Community Center is an approximately 3,856-square-foot facility with a game room, lounge room, equipment room, an office, restrooms, kitchen, storage rooms

and janitor closet.

QUALIFICATIONS/REQUIREMENTS:

To provide maximum flexibility to the winning provider, a group may apply individually or jointly with other groups. Qualifications and requirements for the successful provider:

- Possess a current and active 501 (c) (3) tax exempt status with the Internal Revenue Service; and,
- Possess a current and active state business filing with the California Secretary of State; and,
- \$1 million insurance policy listing the City as an additional insured; and,
- Have been in existence for at least 6 months with a demonstrated track record.

Operation after school and during summer vacation is expected, between the hours of 2:00pm to 7:00pm, Monday – Friday.

The provider will be expected to perform the routine cleaning and maintenance of the facility at their expense, including adherence to COVID-19 cleaning guidelines if applicable. The provider also is expected to provide a monthly report of activities to the City of Merced Parks and Recreation Department staff, and may be asked to present before the Recreation and Parks Commission. The form of the monthly report shall be worked on between the City of Merced and selected provider.

The awarded facility may only be used for the approved youth-oriented programs and may not be rented or leased for private use.

Applications will be evaluated to ensure they meet the City’s requirements and qualifications. In the event of competing applications from similar organizations, groups will be encouraged to form a joint application.

The deadline for Request for Interest applications is noon, Friday, September 24, 2021.

(The deadline may be extended if there are no qualified applicants.)

APPLICATION REVIEW

All applications will be reviewed and evaluated by the Parks and Recreation Department staff and other City staff. Applications making the first cut will be forwarded to the Recreation and Parks Commission for review, and will provide a recommendation for the selected provider to the Merced City Council.

APPLY NOW

Applications are available on our website (www.cityofmerced.org/departments/parks-community-services) or at the City of Merced Parks and Community Services office located at 632 W. 18th St., Monday through Friday between the hours of 8:00 a.m. and 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. For further information on the Center, contact Michelle Reid, Recreation Supervisor, at 209-385-6895.

A courtesy copy of the application is attached for review.



Fiscal Year 2021
YOUTH CENTER PROVIDER
APPLICATION

Program Title: _____

Agency Name: _____

INSTRUCTIONS

Enter an "X" next to each item below as you complete it.

Please note: Incomplete application packets will be returned for missing items.

APPLICATION CHECKLIST

<i>The following must be submitted to be considered for funding:</i>	
	Application for Funding
	Appendix A: Narrative of Project
	Appendix B: Program Implementation
	State and Federal Tax Exemption Determination Letters
	Copy of Insurance Certificate

OPTIONAL DOCUMENTS: Not required from any applicant, but enter an "X" next to the items included in your application submittal

	Exhibits: These refer to no more than two 8.5" X 11" pages of exhibits that you may use to supplement your application materials. You may include photographs, charts, pictures, conceptual drawings, and/or anything else you consider suitable within the 2-page limit (may be in color or black and white).
	Letters: You may submit up to 3 letters of support for your project as part of your application submittal.



Program Funding

<i>Funds already secured for program</i>		<i>Miscellaneous funds not listed</i>	
<i>Funds not yet secured for program</i>		<i>Donations for program (does not have to</i>	
<i>Total cost to conduct the program</i>		<i>be money – est. value of donation)</i>	

Program Information

Youth Center Site(s) Requested:

Provide a concise description of the proposed program. Space for a fuller narrative is provided in Appendix A.

<i>Anticipated start date:</i>		<i>Anticipated end date:</i>	
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Program days/hours of operation:

Provide statistics and other supporting documentation that support program viability:

[Type response here]

List each service provided by the program. For each service, indicate whether it is new or an expansion of an existing service:

[Type response here]

List up to three outcomes of the program (at least one is required):

[Type response here]

<i>1.15. Will the project collaborate with other service providers in the community? If yes, list them and briefly describe the collaboration:</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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[Type response here]



Applicant Information

<i>Applicant contact name:</i>					
<i>Type of agency:</i>	<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> For Profit	<input type="checkbox"/> Faith-Based	<input type="checkbox"/> Other:
<i>Number of paid staff:</i>			<i>Tax ID number:</i>		
<i>Number of volunteers:</i>			<i>Annual operating budget:</i>		

Agency Capacity

<i>Who will be the person responsible for the overall oversight of the program?</i>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>E-mail address:</i>	
<i>Telephone number:</i>	
<i>Alternate phone:</i>	

<i>Who will be the alternate person responsible for the overall oversight of the program?</i>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>E-mail address:</i>	
<i>Telephone number:</i>	
<i>Alternate phone:</i>	

<i>Who will be the person responsible for the day-to-day operations and management of the program? (DO NOT COMPLETE IF SAME AS ABOVE)</i>	
<i>Name of person:</i>	
<i>Title of person:</i>	
<i>E-mail address:</i>	
<i>Telephone number:</i>	
<i>Alternate phone:</i>	

<i>List the evaluation tools your agency plans to employ to track and monitor the program.</i>
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[Type response here]



Agency Experience

Briefly explain your agency's experience and major accomplishments in providing services to the community. You may expand in Appendix A.

[Type response here]

Back-Up Plan

6.1. *Will your agency still implement this program should a City site not be awarded?
If yes, how will the implementation be achieved?*

Yes

No

[Type response here]

If awarded, how will your agency continue this program when the lease agreement expires?

[Type response here]

Appendix A: Narrative of Project (Max Length: 2 Pages)

In two pages or less, explain your proposed program and make the case why it should be awarded a site:

[Type response here]

Appendix B: Program Implementation

Provide a listing of the specific tasks or activities needed to implement the proposed program. Number each task or activity, and provide a brief description. Add additional rows as needed.

#	Task/Activity	Description

