



**FY 2019-2020  
RICHMOND - ENVIRONMENTAL & COMMUNITY INVESTMENT  
AGREEMENT (ECIA)  
COMMUNITY GRANT PROGRAM GUIDELINES &  
APPLICATION**

**REQUEST FOR APPLICATION (RFA)**

All interested applicants should check the City's ECIA website ([www.ci.richmond.ca.us/ECIAgrants](http://www.ci.richmond.ca.us/ECIAgrants)) to ensure that they receive any addendums to this RFA, emails or special announcements.

**Application is due on Friday, March 15, 2019 at 5:00 p.m. (NO EXCEPTIONS)**

Materials must be submitted in printed form in person or via the U.S. Postal Service (no postmarks allowed) to:

Richmond City Hall  
Attn: LaShonda White  
Richmond - ECIA Community Grant Program  
450 Civic Center Plaza, Ste. 300  
Richmond, CA 94804

# **RICHMOND - ECIA COMMUNITY GRANT PROGRAM FY 2019-2020 GRANT GUIDELINES AND APPLICATION**

## **Table of Contents**

ECIA Background .....	3
Eligibility Requirements.....	4
Grant Award Amounts and Categories .....	5
Eligible Uses of Grant Funds .....	6
Ineligible Uses of Grant Funds.....	6
Fiscal Sponsorships.....	7
Collaborating Organizations.....	7
Application Submission Requirements.....	8
Application Submission Details.....	9
Payment Provisions .....	9
Review Criteria .....	10
Application Review and Selection Process .....	11
Application Deadline .....	11
Late Application or Modification to Applications.....	12
Applicant Assistance Prior to Due Date .....	12
Schedule.....	12
Questions or Addendums to the Applications .....	13
Grantee Requirements.....	13
City Staff Contact.....	14
General Terms and Conditions .....	14
Exhibits .....	15

**RICHMOND - ECIA COMMUNITY GRANT PROGRAM**  
**FY 2019-2020 GRANT APPLICATION GUIDELINES**

**ECIA BACKGROUND**

On July 29, 2014, the Richmond City Council approved the Chevron Environmental and Community Investment Agreement (ECIA), which will invest \$90 million dollars to the Richmond community over 10-years. The ECIA includes investments in community programs, a scholarship program, competitive community grants, community-based greenhouse gas reduction programs, and a photovoltaic solar farm.

The ECIA specifies the amount and disbursement timeline of Chevron's funding obligation, as well as funding allocations over a ten-year period (beginning in 2016) for the following programs:

- Scholarship program - \$35 million
- Electric City and Easy Go - \$18 million
- Roof-top solar, energy retrofit, zoning ordinance update - \$6.25 million
- Job training program - \$6 million
- **Competitive grant program - \$6 million**
- Transportation and transit programs - \$2.75 million
- Public safety programs - \$2 million
- Urban Forestry - \$2 million
- Free internet access - \$1 million
- Climate Action Plan - \$1 million

It is proposed that \$600,000 is allocated for the FY 2019-20 grant cycle.

It is the goal of the Richmond City Council to provide opportunities for organizations with varying capacities and financial needs to have access to ECIA grant funds. ECIA grant funds are awarded on an annual basis and therefore, organizations should not become reliant on this funding source. All Richmond-serving non-profit organizations are eligible to apply for funding; however, in an attempt to fund a variety of organizations, the City Council would like to allocate the majority of the available grant funding to organizations that have smaller annual budgets, greater needs for capacity building and limited staffing, and that might not have access to other forms of funding.

## **ELIGIBILITY REQUIREMENTS**

Organizations must meet the following conditions in order to be eligible to apply for a grant:

- Provide services focused on the community, youth and/or youth sports to Richmond and North Richmond residents
- Operate as a non-profit entity with 501(c)(3) tax status (fiscal sponsors can be used)
- Provide services to Richmond residents (Richmond-serving)
  - 80% of the organizations services must be provided to Richmond residents
- Did not receive an ECIA grant award of more than \$10,000 during the FY 2018-19 ECIA grant cycle

## GRANT AWARD AMOUNTS AND CATEGORIES

Grant allocation amount: The amount available for the FY 2019-2020 grant cycle (July 1, 2019 – June 30, 2020) is \$600,000.

Minimum and maximum grant awards: The minimum grant award is \$2,500. The maximum grant award is \$50,000. The number of awards available will be determined based on the amount of each award.

Number of applications per grant cycle: Organizations may submit only one application per grant cycle.

Award categories: \$600,000 available for grants is allocated over four different categories listed below. **Categories 1 and 2 are relevant to this Request for Application:**

	<u>Grant Award Options</u>	<u>Eligibility</u>	<u>Award Decision Made By</u>	<u>Award Range</u>	<u>Total Award Amount</u>
1	Competitive Grant Awards <b>(Relevant for this Application)</b>	Non-profit organizations reporting gross receipts of <b>less</b> than \$50,000 annually	City Council (Recommendations made by ECIA Review Panel)	\$2,500 - \$50,000	\$500,000  <b>See Special Note Below</b>
2	Competitive Grant Awards <b>(Relevant for this Application)</b>	Non-profit organizations reporting gross receipts of <b>more</b> than \$50,000 annually	City Council (Recommendations made by ECIA Review Panel)		
3	City Council Approved Awards	Organizations that applied for the ECIA Grant (categories 1 and 2) but where not recommended for funding	City Council	Amounts based on Council discretion	\$ 50,000
4	Community Services Mini-Grant Awards	Non-profit organizations with 501(c)(3) tax status with programming connected to the Community Services Department	Community Services Department	\$0 - \$5,000	\$ 50,000
<b>TOTAL</b>					<b>\$600,000</b>

### **SPECIAL NOTE:**

- A minimum of \$200,000 in grant awards is dedicated to fund projects or programs supporting youth and/or youth sports.
- A maximum of \$150,000 in grant awards is available to organizations with annual budgets over \$750,000 (per last completed 990s or audited financials).

## **ELIGIBLE USES OF GRANT FUNDS**

Grants will be awarded to projects or programs in the following areas:

- Youth programs (through age 21)
- Youth sports programs (through age 21)
- Community-focused programs

Examples of eligible projects or programs include but are not limited to:

- Youth enrichment projects
- Summer camps
- Youth sports programs
- Programs that support health and wellness and eliminate health disparities
- Bike and pedestrian pathway enhancements and construction projects
- Programs that support students and parents at Richmond schools
- Service learning programs
- Gardening and urban greening projects

## **INELIGIBLE USES OF GRANT FUNDS**

Grant funds may not be used for the following reasons:

- Repayment of existing debt or pre-existing tax liens or obligations
- Legal, loan or bank fees
- Subsidization of existing contracts
- Political campaigns or lobbying
- Advancement of certain sectarian, politically partisan, or religious projects (grant funds should be used for specific programs and not to advance the causes of any of the stated groups)
- Fundraisers or other events not open to the general public
- A project or program which is clearly intended for commercial gain
- A project or program that occurs before or after the grant award period
- Support of individuals
- For businesses established for personal gain or profit
- To support annual fund drives
- To fund an agency's deficit or endowment
- To repay loans
- Furniture
- Cell phones
- Bonuses
- For the direct support of religious activities. Secular activities offered to the Richmond community that is provided by religious organizations regardless of congregational membership or statements of belief may be eligible for grant funds.

## **FISCAL SPONSORSHIPS**

What types of organizations should utilize a fiscal sponsor?

- A non-governmental organization (sponsoree) that does not have 501(c)(3) tax status must utilize a fiscal sponsor in order to apply for this grant. It is the sole responsibility of the sponsoree to find an organization with 501(c)(3) tax status that is willing to serve as a fiscal sponsor.

What is a fiscal sponsorship?

- A fiscal sponsorship allows organizations without 501(c)(3) tax status to apply for the ECIA grant, as well as other grants, that require an organization to have such status.
- A fiscal sponsorship agreement should be entered into between the sponsoree and an organization that has 501(c)(3) tax status.
- The fiscal sponsorship agreement allows the sponsoree to raise tax deductible contributions through grants and individual donations.
- Tax deductible funds are given to the fiscal sponsor and restricted to the use of the sponsoree.

How does a fiscal sponsorship work for the ECIA grant process?:

- The fiscal sponsor will serve as the applicant. Fiscal sponsors will enter into a grant services agreement with the City of Richmond and must meet all requirements and submit all required documents.
- A signed agreement between the sponsoree and fiscal sponsor must be included in the submitted application. The organization actually implementing the program and performing the services will act as the sponsoree or fiscal sponsor's sub-grantee.
- Fiscal sponsors can also apply for grants.
- In addition to requesting funds for its own purposes, organizations may also act as a fiscal agent for other organizations.

## **COLLABORATING ORGANIZATIONS**

Through this grant program, the City strongly encourages applicants to collaborate with other organizations. Collaboration is a mutually beneficial relationship for the purpose of meeting a common goal. Collaboration can come in many forms, from information sharing to joint programming. It can help organizations reduce redundancy in service sectors, leverage resources, share strengths, and increase efficiencies.

For purposes of this grant, when partnering with another organization, the application and budget of the lead organization will be considered for review and determination of funding. Therefore, the partnering organization is free to apply independently for funding for another project or program.

If the successful implementation of your proposed ECIA grant-funded program is dependent on the collaboration with a governmental entity (i.e. state, county, city, school district, etc.), then a written agreement authorizing the collaborative relationship must accompany your grant application. At a minimum, the agreement should contain the following information: names of the government entity(ies) or agency(ies) which will participate in the collaboration, contact information for the partner(s), and a description of

the primary purpose of the collaboration. For example, if the implementation of your proposed program is contingent upon working at a school in the West Contra Costa County Unified School District or utilizing space at a Richmond recreation center, then a letter from the collaborating entity must agree to the proposed partnership.

## **APPLICATION SUBMISSION REQUIREMENTS**

The following materials must be submitted as part of a complete application packet by 5:00 p.m. on Friday, March 15, 2019, in order to be considered for funding (feel free to use this section as a check-list). **The inability to adhere to the requirements below may impact an organization's overall scores:**

- Completed application
  - Eight (8) single-sided pages or four (4) double-sided pages
  - Organizational budget
  - Program budget
- Proof of 501(c)(3) status (Non-Profit Status Determination letter from the Internal Revenue Service)
- Financial statements – most recent (current) audited financials or Internal Revenue Service Form 990 or 990-N for tax-exempt organizations whose gross receipts are normally \$50,000 or less. Faith-based organizations may submit reviewed or annual financial statements.
- List of Board of Directors and affiliations
- Letter describing and authorizing collaboration (if with a governmental entity), if applicable
- Signed agreement between the organization and the fiscal sponsor, if applicable

Note: City staff will confirm that the organization has filed required document(s) in California and is authorized to carry out its business activities (California Secretary of State - <https://businesssearch.sos.ca.gov/>). Applications submitted by organizations not identified with “active” status may be disqualified.

For organizations with 501(c)(3) tax status, City staff may check websites such as the Internal Revenue Service at [www.irs.gov](http://www.irs.gov) and GuideStar at [www.guidestar.org](http://www.guidestar.org) to gather additional information about the applicant organization.



## **APPLICATION SUBMISSION DETAILS**

- Submit six (6) hard copies of the completed grant application (include budgets and résumés and/or descriptions of work experience with each application) and one (1) set of all additional required documents.
- The responses to the application questions shall be limited to eight (8) single-sided pages or four (4) double-sided pages. This page limit is not inclusive of budgets, résumés, descriptions of work experience, or documents requested as part of the application.
- All printed materials should be printed on white 8 ½” x 11” paper in a 12 point font size and Arial font style. Applications must be easily reproducible on a standard copying machine.
- Please DO NOT staple pages, hole-punch pages, or use spiral or gum bindings. Applications can be submitted using file folders, binder clips or other similar methods.
- All costs incurred in the preparation of an application are the applicant’s responsibility.
- Applications may be hand delivered or sent via overnight mail, US Mail or Common Carrier. All complete applications received by Friday, March 15, 2019 at 5:00 p.m., will be considered; postmarks, fax and electronic submittals will not be accepted. Applications received after this date and time will not be considered and will not be eligible for review and scoring by the Review Panel.
- The package must reference the project name “Richmond - ECIA Community Grant Program”, as well as the submittal date and time.

Materials can be submitted in printed form via the U.S. Postal Service or in person to:

Richmond City Hall – City Manager’s Office  
Attn: LaShonda White  
Richmond - ECIA Community Grant Program  
450 Civic Center Plaza, Ste. 300  
Richmond, CA 94804

## **PAYMENT PROVISIONS**

An initial advance payment of fifty percent (50%) of the total award amount will be advanced to all grantees as part of the application award process. Grantees receiving an advance payment, may be eligible for an additional advance of thirty-five percent (35%) of the award amount, contingent upon the submission of complete and adequate reporting and invoicing documentation. The remaining fifteen percent (15%) will be reserved until the completion of the grant program and final submittal of all required documentation.

Payments will only be made for the eligible items and amounts specified in the approved grant agreement budget and in a manner consistent with the payment provisions contained in the executed grant agreement.

## **REVIEW CRITERIA**

All submitted applications, which are in compliance with the grant requirements, will be evaluated and rated using the criteria listed below. The maximum score that an application can receive is 110 points. This includes 100 points from criteria areas #1-5 and an extra 10 points if the organization is Richmond-based (10 points)

### **Total Points Available for Criteria Areas #1-5: 100 Points**

1. **Program/Project Description and Concept** (Total 40 points)
  - Applicant adhered to all stated guidelines
  - Application is complete, clear and comprehensible
  - Program/project description and components are clearly stated and specific
  - Timeline is practical and the proposed activities are well defined and technically feasible
  - Management and staff are qualified to implement the project or program, and achieve stated goals
  - Staff has experience working on the project or program and/or similar programs or projects
  - A collaborative initiative is described to deliver the program or project
  
2. **Impact and Goals** (Total 40 points)
  - The program or project has the ability to positively contribute to the targeted population
  - Goals are clearly articulated and measurable
  - An evaluation component is included and connected to the program goals
  - The organization has a plan on how to sustain the program or project after grant funds are expended
  
3. **Financial Viability** (Total 20 points)
  - Program/project budget and organizational budgets are included, clearly defined, cost effective, accurate and realistic
  - Relationship between grant funds requested and program budget is clearly shown

### **Total Extra Points Available to Richmond-based organizations** (10 Points)

- Richmond-based is defined as maintaining principal offices, studio, or other facility within the boundaries of the City of Richmond. Applicable to organizations providing services (sponsoree), not fiscal sponsors.

## **APPLICATION REVIEW AND SELECTION PROCESS**

The City's overall objective is to award grants to highly qualified organizations that provide needed services to Richmond and North Richmond residents. Within this overall objective, it is also the City's intent that the selection process is fair and transparent. Applications will be evaluated and scored by a City Council-approved ECIA Grant Review Panel (Review Panel) consisting of no more than five (5) individuals residing in or employed in Richmond (not City of Richmond employees).

The selection process is divided into the following steps:

1. Applications are received by the due date.
2. All applications are reviewed in depth by City staff for responsiveness, completeness and satisfaction of eligibility requirements. Based on this review, eligible applications will proceed to the application evaluation process.
3. All complete and eligible applications are forwarded to the Review Panel which will review and score the applications using the criteria listed in the guidelines and make an award recommendation to City Council. The inability to adhere to the application requirements may impact an organization's overall scores. It is possible for grant awards to be less than the applicant's original request.
4. The Review Panel's recommendations are forwarded to the City Council for review, discussion and approval.

Any party submitting an application shall not contact or lobby any City Council member, ECIA Review Panel member, City official, employee (except those specified for contact) or agent regarding the RFA. Any party attempting to influence or circumvent the RFA, application submittal, and/or review process may have their application rejected for violating this provision of the RFA.

All scores are final. There is no grievance process.

Copies of Review Panel comments and scoring will be made available upon request.

## **APPLICATION DEADLINE**

The deadline to submit an application and all relevant attachments is Friday, March 15, 2019 at 5:00 p.m. There are no exceptions for applications postmarked or delivered after the deadline. It is recommended that a "Delivery/Mailing Receipt" be obtained for those mailing via the U.S. Postal Service to show proof of mailing date.

Organizations must be sure to receive an "Acknowledgement of Receipt" from the City Manager's Office when submitting applications in person.

## **LATE APPLICATIONS OR MODIFICATIONS TO APPLICATIONS**

Applications arriving after the specified date and time **will not** be considered, nor will late applications be opened. Organizations assume responsibility for timely submission of applications and all required documents. Any applications may be withdrawn or modified by a written request signed by the applicant.

## **APPLICANT ASSISTANCE PRIOR TO DUE DATE**

Capacity Building - The City, recognizing the technical, skill-based components of a grant application process, will provide free capacity building workshops in 2019. The dates and times of all subsequent workshops will be shared via the City's ECIA website. Although recommended, organizations are not required to attend any of the capacity building workshops offered by the City.

## **SCHEDULE**

The schedule associated with the application is below. The City reserves the right to alter this schedule as necessary.

<b>TASK</b>	<b>DATE</b>
Application Release Date	February 1, 2019
Grant Writing Workshop and Information Session	February 2019 (TBD)
Applications Due (No exceptions)	March 15, 2019, by 5:00 p.m.
Application Review and Scoring	March 2019 – May 2019
Capacity Building Workshops	April 2019 – December 2019
City Council Review and Approval	May 2019
Grant Award Notification	May 2019
Grant Award Period (start date is dependent upon execution date of grant services agreement)	July 1, 2019 - June 30, 2020

## **QUESTIONS OR ADDENDUMS TO THE APPLICATIONS**

It is strongly recommended that organizations register on the City's E-Notify Me webpage (<http://www.ci.richmond.ca.us/list.aspx>) to ensure that they receive any addendums to or notifications regarding this RFA or the ECIA grant program.

Any requests for clarification or other questions concerning this RFA should be submitted in writing to City staff via [eciagrants@ci.richmond.ca.us](mailto:eciagrants@ci.richmond.ca.us).

## **GRANTEE REQUIREMENTS**

If awarded a grant, organizations will be required to do the following:

- A Grant Service Agreement with specific deliverables will be executed. All organizations are expected to initiate projects within three (3) months of execution of the grant agreement. The scope of work will be based on the application submitted.
- Submit bi-annual progress reports and reimbursement requests (templates will be included as part of the executed grant agreement):
  - Progress and Final Report - Reports will be required and must provide detailed information about the services provided. Grantees that do not submit the required reports run the risk of forfeiting their funding. A final report at the conclusion of the project or program is also required.
  - Funding Requests – Requests must include the necessary documents to substantiate the disbursement (i.e. receipts, time cards, payroll records, etc.). Grantees that do not adhere to the invoicing requirements run the risk of forfeiting their funding.
- Host City staff and/or members of the Review Panel for one or more site visits.
- Printed materials shall include the City seal or logo and shall state, "Made possible in part by the Richmond-ECIA Community Grant Program." Material must be appropriate, relevant and aligned with the approved project and should be reviewed and approved by City staff prior to release.
- Complete and submit a W-9 form and Supplemental Vendor Application.
- Obtain a City of Richmond business license. Organizations are responsible for all associated fees. Information can be found at <http://www.ci.richmond.ca.us/66/Business-Licenses>.
- Meet City of Richmond insurance requirements. Fiscal sponsors, serving as the grantee, must have insurance that covers all actions of the non-profit and/or community based organization acting as the sub-grantee. Organizations may use grant awards to cover insurance costs.

## **CITY STAFF CONTACT**

For inquiries or clarification regarding this program or application, please contact ECIA staff at [eciagrants@ci.richmond.ca.us](mailto:eciagrants@ci.richmond.ca.us) or LaShonda White, City Manager's Office at (510) 620-6828 or Patrick Seals, City Attorney's Office at (510) 307-8016.

## **GENERAL TERMS AND CONDITIONS**

**Background Checks:** Organizations that provide services to youth or other vulnerable populations (elderly, people with disabilities, etc.) must require comprehensive background checks and fingerprinting of all employees and/or volunteers that work directly with youth or such other vulnerable populations.

**Limitations:** All facts and opinions stated herein are based upon available information and no representations or warranties are made with respect to their accuracy or completeness.

The application and the selection process shall in no way be deemed to create a binding contract, agreement or offer of any kind between the City and the applicant organization. If the City selects a grantee pursuant to this RFA, any legal rights and obligations between the successful applicant, if any, and the City will come into existence only when a grant agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the grant agreement and any other documents specifically referred to in that grant agreement.

Each organization submitting applications in response to this RFA agrees that the preparation of all materials for submittal to the City are at the organization's sole cost and expense, and the City shall not, under any circumstances, be responsible for any costs or expenses incurred by any candidate. In addition, each organization agrees that all documentation and materials submitted in response to this RFA shall remain the property of the City and may be used by the City for any reason whatsoever. In accordance with California law relating to access to public records, the City may be required to publicly disclose all submitted information and materials to third parties requesting such information.

**Award:** The City reserves the right to accept or reject any or all applications, to alter the selection process in any way, to postpone the selection process for its own convenience at any time for any reason whatsoever, to waive any defects in any application, to issue a new RFA at any time, or to provide a grant to any organization it deems appropriate in its sole and absolute discretion within or outside of the RFA evaluation process. City reserves the right to terminate a grant agreement within sixty (60) days without cause. All materials submitted become the property of the City and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements, including the Public Records Act.

**Federal, State and Local Laws:** As part of the RFA process, the selected grantee will be required to comply with all applicable federal, state and local laws, including the City of Richmond's Nondiscrimination Ordinance (Chapter 2.28), Business Opportunity Ordinance (Chapter 2.50), Local Employment Program Ordinance (Chapter 2.56), and Living Wage Ordinance (Chapter 2.60), if applicable. Please contact the City Attorney's office for further information regarding the above requirements.