



**Regular Meeting of the Richmond Fund for
Children and Youth Oversight Board
of the City of Richmond
Monday, November 2, 2020 | 6:00 PM**

- A.** Call to Order and Roll Call
- B.** Agenda Review and Modifications
- C.** Report from the Director
- D.** Public Forum
- E.** Consent Calendar:
 - E-1.** APPROVE the minutes of the July 30, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board
 - E-2.** APPROVE the minutes of the September 9, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board
- F.** Oversight Board as a Whole
 - F-1.** LISTEN to an update on the Community Needs Assessment and Strategic Investment Plan and SHARE any ideas, recommendations, or feedback
 - F-2.** LISTEN to an overview of the Request for Proposals (RFP) or grant application process to award funding to youth-serving organizations beginning in 2021, and SHARE any ideas, recommendations, or feedback
- G.** Adjournment

MEETING INFORMATION

Oversight Board members

Geselle Alvarado
Khaliaghya Dandie-Evans
Guadalupe Enllana
Teyona Galloway
Carol Hegstrom
Kapris James
Zeonta Johnson
Katherine Lee
Kristin Kilian Lobos
Madiha Qader
Stephanie Sequeira

Staff Liaison

David Padilla

ALL BOARD MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE

REFER TO PAGE 3 FOR INSTRUCTIONS ON HOW TO PARTICIPATE BY COMPUTER, MOBILE DEVICE, OR PHONE AS A MEMBER OF THE PUBLIC

CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20).

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information. On April 29, 2020, the Health Officer of Contra Costa County issued a press release to inform the public that regional shelter-in-place orders will be extended through May 31, 2020, as some restrictions are eased.

DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, this meeting will utilize video/teleconferencing only.

How to observe and/or participate in the meeting from home:

By Computer, Tablet, or Mobile Device:

Step 1: Tune in to the videoconference at the following link:

<https://zoom.us/j/97050033467?pwd=N2ZpQktmS3gzY09iOVh2Mlp6a3VwZz09>

Step 2: Enter the following password: 740396

By Telephone:

Step 1: Dial (for higher quality, dial a number based on your current location):

+1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799
or +1 929 205 6099 or +1 301 715 8592

Step 2: Webinar ID: 970 5003 3467

International numbers available: <https://zoom.us/u/acJJhUxGI>

MEETING INFORMATION

Oversight Board members

Geselle Alvarado
Khaliaghya Dandie-Evans
Guadalupe Enllana
Teyona Galloway
Carol Hegstrom
Kapris James
Zeonta Johnson
Katherine Lee
Kristin Kilian Lobos
Madiha Qader
Stephanie Sequeira

Staff Liaison

David Padilla

Public Comment:

We will only accept written public comments by email. **All comments received by 3:30 p.m. on Monday, November 2, 2020**, will be provided to the Oversight Board during Public Forum or their respective agenda item, be considered a public record, and be considered before Oversight Board action. Comments can be submitted via email to youth@ci.richmond.ca.us. Email must contain in the subject line: **public comments – not on the agenda** or **public comments – agenda item #**. For future meetings, the City is working on additional ways for the public to submit comments.

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to youth@ci.richmond.ca.us or submitted by phone at (510) 620-6523. Requests will be granted whenever possible and resolved in favor of accessibility.

MEETING INFORMATION

Oversight Board members

Geselle Alvarado
Khalioghya Dandie-Evans
Guadalupe Enllana
Teyona Galloway
Carol Hegstrom
Kapis James
Zeonta Johnson
Katherine Lee
Kristin Kilian Lobos
Madiha Qader
Stephanie Sequeira

Staff Liaison

David Padilla

Effect of Advisory on In-Person Public Participation

During the pendency of the Executive Order N-29-20, the language in the Advisory portion of the agenda supersedes any language below in the meeting procedures regarding in-person public comment.

Communication Access Information: This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

Speaker Registration – Public Comment on Agenda Items: Persons wishing to comment on an item on the agenda shall file a Speaker’s Request form with Department staff PRIOR to the Oversight Board’s consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the Oversight Board on the item(s) for which the speaker is registered.

Speaker Registration – Public Forum: Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board’s purpose may file a Speaker’s Request Form with Department staff PRIOR to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The amount of time allotted to individual speakers shall be a maximum of two (2) minutes. If there are several speakers, the amount of time allowed may be modified at the Co-Chairs’ discretion.

Conduct at Meetings: Oversight Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City’s laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Oversight Board or the agenda item at hand, and may not cause immediate threats to public safety.



Special Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond

Thursday, July 30, 2020
Zoom Webinar Meeting

MINUTES

A. Call to Order and Roll Call

The meeting was called to order at 6:02 PM by Co-Chair Guadalupe Enllana.

Present: Geselle Alvarado, Khaliaghya Dandie-Evans, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Kapris James, Zeonta Johnson, Kristin Kilian Lobos, Stephanie Sequeira

Absent: Katherine Lee, Chastity Ochoa, Madiha Qader

Vacancies: 3 vacancies

Staff

Liaison: David Padilla – Present

B. Agenda Review and Modifications

None.

C. Report from the Director

Department Director LaShonda White provided a report to Board members. Topics discussed included a reminder of three (3) board vacancies for members under the age of 24 and a reminder about the upcoming August recess in which the Oversight Board is not expected to meet. Ms. White also shared that moving forward, Department staff will inform Board members when Department staff is aware of future City Council agenda items that are placed regarding the Richmond Kids First Initiative. Lastly, Ms. White introduced its Summer interns including Cali Luke, Jonathan Alvarado, and Dante Miguel, and shared a reminder to Board members to contact Co-Chair Enllana and Department staff for any questions or ideas about future agenda items they might have.

D. Public Forum

Cordell Hindler commented by email, informing Board members that he will be meeting with the student leadership and ministry team at Salesian high school to inform them about the openings on the Oversight Board. In addition, Mr. Hindler also shared that he is working on projects that would benefit the Oversight Board and City of Richmond which he plans to share with the Oversight Board upon his return.

E. Consent Calendar

- E-1.** A motion by Board member Lobos, seconded by Board member Hegstrom, to approve the minutes of the June 1, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board passed by the following vote: **Ayes:** Board members Alvarado, Dandie-Evans, Enllana, Galloway, Hegstrom, James, Johnson, Lobos, Sequeira **Noes:** None. **Abstentions:** None. **Absent:** Board members Lee, Ochoa, Qader

F. Oversight Board as a whole

- F-1.** Department staff member David Padilla presented an update on the Community Needs Assessment. Topics discussed included, but was not limited to an overview of the Community Needs Assessment, information on the co-design process and meeting held on April 29, 2020, focus group areas, and immediate next steps. Discussion continued. There were no public comments on this item.
- F-2.** Department staff member Patrick Seals presented an overview of a stipend structure for appointees ages 15 to 24 that mirrors the Richmond Youth Council structure with a maximum annual stipend of \$600 with a per-meeting stipend of \$50. Topics discussed included, but was not limited to the purpose of stipends and stipend practices from local jurisdictions. Discussion continued. A motion by Board member Sequeira, seconded by Board member Hegstrom, was made to approve the stipend for our youth, being that it be made monthly. An amendment to the motion was made by Co-Chair Enllana, seconded by Board member Hegstrom, to have it be retroactive to December and have a monthly stipend of \$50 per-meeting, per-attendance for youth Board members. The motion with the amendment was passed by the following vote: **Ayes:** Board members Alvarado, Dandie-Evans, Enllana, Galloway, Hegstrom, James, Johnson, Lobos, Sequeira **Noes:** None. **Abstentions:** None. **Absent:** Board members Lee, Ochoa, Qader



Regular Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond

Wednesday, September 9, 2020
Zoom Webinar Meeting

MINUTES

A. Call to Order and Roll Call

The meeting was called to order at 6:02 PM by Co-Chair Guadalupe Enllana.

Present: Geselle Alvarado, Khaliaghya Dandie-Evans, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Zeonta Johnson, Katherine Lee, Kristin Kilian Lobos, Madiha Qader

Absent: Kapris James, Chastity Ochoa, Stephanie Sequeira

Vacancies: 3 Vacancies

Staff

Liaison: David Padilla – Present

B. Agenda Review and Modifications

None.

C. Report from the Director

Department Director LaShonda White provided a report to Board members. Topics discussed included updates on efforts to strengthen engagement on the Oversight Board, general reminders for Board members, and highlights from the City's presentation to City Council candidates that included Department of Children and Youth updates. Ms. White shared information on the microlearning session hosted by AnneMarie Baines from The Practice Space and a video that Department staff member Patrick Seals created for Board members.

In addition, Ms. White provided updates on stipend compensation, upcoming school district elections, vacancies on the Board, and re-appointment deadlines for members with one-year terms. Ms. White shared that two student interns from UC Berkeley will be joining the Department this Fall. Lastly, Ms. White provided a brief overview of the City's presentation to City Council candidates which included information on the Community Needs Assessment process, challenges of limited staffing within the Department, and the possibility of future discussions regarding the Fund's impact on the City's general fund for the upcoming fiscal years.

D. Public Forum

Cordell Hindler commented by email, informing Board members that he will try to get on the City Council's agenda sometime in November in regard to outreach for youth Oversight Board members. Mr. Hindler also shared that he is working on special projects to share with Board members upon his return.

E. Consent Calendar

None.

F. Oversight Board as a whole

- F-1.** Department Director LaShonda White provided an update on the Community Needs Assessment and led the discussion on opportunities for Board member engagement which included information on focus groups, interviews, community forums, and surveys. Discussion continued. There were no public comments on this item.
- F-2.** Department staff member Patrick Seals led the discussion on planning a meeting calendar for the purpose of scheduling future Oversight Board meetings centered on approving the Community Needs Assessment, Strategic Investment Plan, and Request for Proposals. Discussion continued. A motion was made by Board member Hegstrom, seconded by Board member Qader, to continue with regular meetings as scheduled and allow staff as necessary to hold a special meeting with a time to be determined in the future, as many meetings as needed to be held. This passed by the following vote: **Ayes:** Board members Alvarado, Galloway, Hegstrom, Lee, Lobos, Qader **Noes:** None. **Abstentions:** Co-Chair Enllana **Absent:** Board members Dandie-Evans, James, Johnson, Ochoa, Sequeira



AGENDA REPORT

Department of
Children and Youth

DATE: November 2, 2020
TO: Members of the Richmond Fund for Children and Youth Oversight Board
FROM: LaShonda White, Director
David Padilla, Management Analyst
Patrick Seals, Supervising Office Assistant
Guadalupe Morales, Administrative Aide
SUBJECT: COMMUNITY NEEDS ASSESSMENT UPDATE

RECOMMENDED ACTION:

LISTEN to an update on the Community Needs Assessment and Strategic Investment Plan and SHARE any ideas, recommendations, or feedback

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

On March 3, 2020, the Richmond City Council approved the Richmond Department of Children and Youth (Department) to enter a contract with Hatchuel Tabernik & Associates (HTA) to support the Department's Community Needs Assessment and Strategic Investment Plan to inform the first three-year grant cycle of the Richmond Fund for Children and Youth (Fund).

Per Measures E and K, also known as the Richmond Kids First Initiative, the City was required to complete the following major elements:

1. Form a Department of Children and Youth
2. Establish a Richmond Fund for Children and Youth
3. Support the Richmond Fund for Children and Youth Oversight Board
4. Conduct a Community Needs Assessment
5. Develop a Strategic Investment Plan
6. Release a Request for Proposal (RFP) grant application
7. Implement and manage a grant program

Department staff has completed items #1-3 and is in the process of finalizing item #4 – the Community Needs Assessment.



Community Needs Assessment & Strategic Investment Plan Update

The Community Needs Assessment (CNA) is a way to collect information and report on the strengths, resources, and gaps in services for youth and their families in the community. This process informs the development of the Strategic Investment Plan (SIP), a report that highlights the needs ranked most important in the CNA highlighting different areas that youth and/or their families may need or funding to support better outcomes.

Work to-date includes the following:

- Analysis of Existing Data - Department staff and HTA analyzed existing data from the Kennedy High School Y-PLAN surveys, U.S. Census, Richmond Community Survey, West Contra Costa Unified School District data, as well as data collected from Kaiser Permanente, RYSE, Safe Return Project, previous needs assessments and others.
- Data Report - HTA has worked on a draft data report which begins to examine the valuable information collected on youth needs from community-based organizations (e.g., surveys, reports, or assessments collected by organizations), City departments (e.g., Richmond Community Survey), and the West Contra Costa Unified School District (e.g., pre- and post-COVID Youth Truth survey data). Collectively, all of this information and previous data studies and analyses gathered will help develop the CNA and inform the SIP.

- Emerging Priorities – HTA prepared a document listing the top priorities that are emerging from the CNA (Attachment 1). As a draft document that includes six (6) emerging priorities, the work of synthesizing all information is ongoing and these may be refined in the coming weeks.

Community/Stakeholder Engagement

In order to develop the CNA and understand the strengths and gaps in services for youth and their families, the Department collected information from primary and secondary data sources such as focus groups, interviews, community forums, and surveys.

Focus Groups

The Department, with support from HTA hosted a training session on facilitation for staff and community-based organizations that served as co-facilitators, and created questions with input from the Oversight Board and service providers. The list of eight (8) focus groups held, which includes priority populations in the Richmond Kids First Initiative, are shown in Table 1 below.

Table 1.

Focus Groups	Facilitation Lead
Asian Youth	Asian Pacific Environmental Network (APEN)
Black Youth	Literacy for Every Adult Program (LEAP)
Parents and Guardians of Children	Building Blocks for Kids Richmond (BBK)
Latinx Youth	RYSE Center
LGBTQ+ Youth	RYSE Center
Justice System-Involved Youth	Office of Neighborhood Safety, City of Richmond
Immigrant Youth	YES Nature to Neighborhoods
Youth with Foster Care Experience: Transitional Age & Emancipated Youth	Hatchuel Tabernik and Associates (HTA)

Key Informant Interviews

It is important for the CNA to include information from individuals that may not have the ability to participate in the survey, focus groups, or community forums. Therefore, we are interested in collecting information about community needs from youth and adults through one-on-one interviews. For the following areas, Department staff hosted key informant interviews:

- Families and Youth Experiencing Housing Insecurity
- Student Support

Community Forums

Beginning on October 3, 2020, the Department hosted four (4) community forums to provide all Richmond and North Richmond community members an opportunity to participate in the

CNA and SIP development to provide their feedback on what services are needed for youth and their families to thrive. Department staff promoted these meetings utilizing the current RDCY network, which included WCCUSD, community partners, social media, and other methods including sending out a mailer to specific Richmond neighborhoods. In total, fifty-seven (57) community members participated in community forums.

Community Forums
Saturday, October 3, 2020 - Morning
Monday, October 5, 2020 - Evening
Wednesday, October 7, 2020 - Morning
Wednesday, October 7, 2020 - Evening

Surveys

Beginning the week of September 28, 2020, Department staff distributed both a parent/guardian and youth survey. The surveys were shared with WCCUSD, community partners, and the community. The links were added to the community forums mailer and all RDCY social media platforms. In total, there were one hundred fourteen (114) survey responses.

Next Steps

The CNA data gathering phase (e.g., interviews, focus groups, community meetings, and surveys) is closing and HTA is in the process of developing a CNA report. Through November 2020, we will develop the SIP using information gathered from the CNA process to determine millions in funds will be distributed across various service areas to support children, youth and their families.

Department staff presented an overview of work to-date and next steps to the City Council on October 27, 2020. To view this presentation, please click [here](#). The Department intends to present to the Oversight Board and City Council in December 2020 to get approval on the SIP prior to the release of the grant application on January 1, 2021.

Upcoming Dates	Purpose and Intent
November 2020	Discuss draft components of Strategic Investment Plan (SIP)
December 2020	Final approval of SIP by Oversight Board and City Council
By January 1, 2021	Release the grant application (RFP)
By July 1, 2021	Award grant funding to grant applicants

To stay up-to-date on the Department and upcoming development of the 3-year Strategic Investment Plan, please visit www.richmondyouth.org.

ATTACHMENTS:

1. Draft Emerging Priorities

Richmond Department of Children and Youth

Emerging Priorities from the Community Needs Assessment

Youth and Family Voices: surveys, focus groups, forums and secondary data

October 28, 2020

The Richmond Department of Children and Youth's Community Needs Assessment (CNA) is drawing to a close. This work has included interviews, focus groups, forums, secondary data review, and a synthesis of multiple existing reports and resources in the community. It has been challenging to adapt the process to a virtual environment and, like much in the current conditions of social distancing and virtual interaction, it is not perfect. Nevertheless, there is significant convergence within the data that was collected and reviewed among the youth and community voices that participated and guided the process.

The following are the top priorities that are emerging from the CNA. The work of synthesizing all information is ongoing so these may be refined in the coming weeks. However there is strong convergence around the following topics.

#1 Mental Health and Wellness

The issue of mental health and well-being was a concern across all of the focus groups that were conducted. Given high levels of violence and need across Richmond we would expect many children and youth in Richmond to score high on the Adverse Childhood Experience Assessment (ACES) signaling high levels of trauma. This is particularly true for Black and Latinx residents who are disproportionately exposed to violence leading to long term impacts on health and well-being. The need for trauma informed programming as well as mental health programs emerged as a significant need for children, youth, and families along with the need for that programming to consider the rich diversity of residents many of whom have are experiencing the trauma of the constant threat of family deportation, violence in the community, discrimination and more. Coinciding with these stressors on youth, there is a concern that some youth are turning to alcohol and drug abuse. Also, the need for culturally fluent approaches is central to this gap as many of Richmond's children, youth, and families come from non-western cultures where there may be barriers and stigma attached to western approaches to mental health and wellness programming.

#2 Education Support and Employment Training/Support

The need for education support and employment training emerged across surveys, focus groups, forums and other resources. Richmond children and youth want the chance to excel in school and move successfully to college and career. There was a strong desire for college access programs, tutoring, wraparound support for those who may be struggling such as transitional age youth or new immigrants arriving as unaccompanied minor children. The latter group also needs accelerated language learning. In addition, participants identified mentoring, internships, and job skills training as key to their success. In addition, access to resources such as high-speed internet and computer equipment such as tablets has become a priority in the current distance learning environment. Participants often pointed to disparities between nearby, wealthier districts outside of Richmond that are better resourced and have programs, tools, and infrastructure that allows for students to excel.

#3 Out of School Time, Afterschool Sports, and Enrichment Programming

Low cost or no cost out-of-school and after-school sports and enrichment programming scored high as both desired and needed for youth to thrive across groups. Sports were a popular suggestion as were outdoor activities such as gardening and hiking. The arts were very often mixed in with responses to sports but also were often singled out as highly desirable (music, dance, visual arts were all mentioned). Culturally relevant arts and other programming were important that these activities helped them to build awareness, strengthen self-esteem, and create a sense of belonging. Some groups stated there were few or no respectful and safe spaces to be with others like them. For example, Asian focus group participants felt that they were

marginalized in many programs where their cultural differences were not recognized. This group discussed the solution of a “club” or space where multiple Asian cultures could be celebrated, practiced, and shared.

#4 Information, Guidance, Case Management

For children, youth and families, there were a number of voices that reported on how difficult it is to navigate the Richmond environment of youth services and most all community engagement activities identified the need for support that would assist community members in understanding what resources were out there and whether they qualified to access them. Many of those surveyed said they did not access services because they did not know about them. Young people expressed the need for help, including coaching or case management, in navigating the turn toward independence or the journey to college success. Case management or at the very least guidance from a caring adult is needed so that children, youth and their families can understand and access the services available. Parents and guardians need more support with understanding what was offered and how to best use these programs and services for their children. This information needs to be in multiple languages with extra effort to reach marginalized children, youth, and their families.

#5 Violence Prevention

Violence in the community came up as a barrier to participation and even as a significant barrier to everyday activity for all priority populations. This came out most strongly in the focus groups with African American youth saying they couldn't go to many places in Richmond out of fear and couldn't comfortably be out with groups of friends often because someone felt they were not safe in a particular neighborhood. Others spoke of witnessing violence and being afraid to be in particular locations. Bullying is also a concern for a number of populations. Some participants also reported the fear of gender-based violence as a barrier to movement and participation in the community.

#6 Basic Needs

Many of the focus group participants reported that they had difficulty or needed support with meeting basic needs (housing, food, medicine, utilities, and transportation) for their families: for homeless participants housing and wraparound support was identified; for TAY the need for assistance in supporting their own household after they turned 18 was mentioned (see #3), for immigrant children the need for financial support for families who were often barred from working full time was mentioned; for justice-involved youth they needed access to support that they said was often contingent on having been in Juvenile Hall, and; for some parents and youth who wanted to access particular programs, transportation was identified as a barrier.

The Lens of COVID 19 and the Richmond Community

With COVID 19 and the resulting economic disruption influencing the lives of California residents for coming months and possibly years, the issues of the digital divide, mental health, education, basic needs, and many of the above priorities have been exacerbated and solutions may need to take on new forms and meaning. This situation and its impacts are likely to persist for some time and systemic changes are likely to result. The Richmond community is deeply engaged in both action and ongoing conversation related to this. Ongoing collaboration, community engagement, and partnership will be essential as we move to the Strategic Investment Planning and Implementation phase.



AGENDA REPORT

Department of
Children and Youth

DATE: November 2, 2020

TO: Members of the Richmond Fund for Children and Youth Oversight Board

FROM: LaShonda White, Director
Patrick Seals, Supervising Office Assistant
Cali Luke, Administrative Student Intern

SUBJECT: REQUEST FOR PROPOSALS (GRANT APPLICATION) SUMMARY AND
UPDATES

RECOMMENDED ACTION:

LISTEN to an overview of the Request for Proposals (RFP) or grant application process to award funding to youth-serving organizations beginning in 2021, and SHARE any ideas, recommendations or feedback

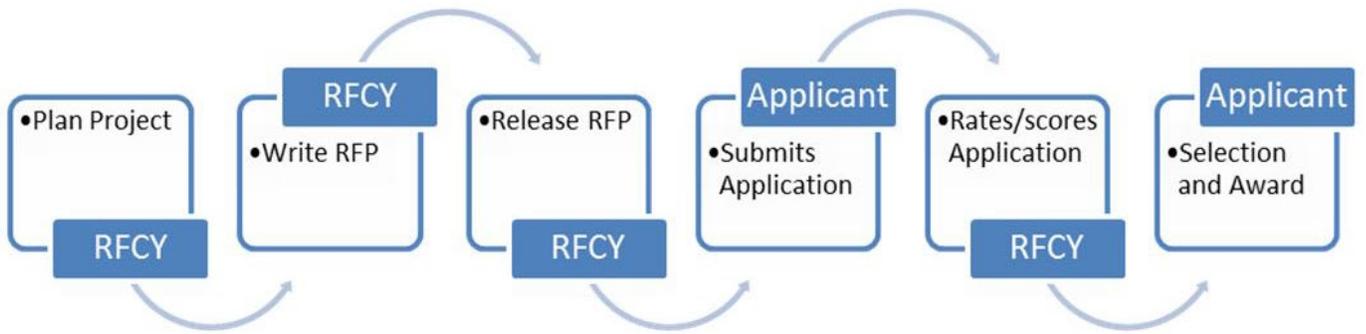
FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact to receiving this report. For the initial grant period, RDCY could have approximately \$1.6 million available for grants.

DISCUSSION:

Per the Charter, the Richmond Department of Children and Youth (RDCY) is required to develop and release a Request for Proposals (RFP), essentially a grant application, to announce that the department is requesting that well-qualified service providers (both non-profit organizations and public agencies) should apply for funds. Once finalized, the RFP will cover the funding strategies outlined in the Strategic Investment Plan. Department staff is considering that the initial grant awards will be for an initial one-year period, from July 1, 2021, to June 30, 2022, with the possibility of renewal for up to two additional one-year periods based on past year's grant performance and availability of funds.

A standard RFP process begins with a project planning period. The organization drafts its RFP, releases it to the community, evaluates all submitted proposals or applications, and finally awards the selected organizations.



Possible RFP Components

In order to achieve funding and community goals, RDCY staff must create a set of grant guidelines and an application based on the priorities from the Community Needs Assessment and Strategic Investment Plan. The RFP will also outline the requirements to apply. Department staff is currently in the process of developing the RFP and recently met with the Oakland Fund for Children and Youth (OFCY) to learn some of their best practices. Based on RDCY staff experience in managing other City grant programs and learnings from OFCY, below are possible components that could be included in the RFP:

- I. Overview of RDCY
- II. Description of funding strategies as identified in the Strategic Investment Plan
- III. Outline of application process
 - a. Eligibility requirements or qualifications (i.e. must be 501(c)(3), sole applicants, collaborations, emerging organizations, etc.)
 - b. Funding amounts (i.e. minimum and maximum grant awards)
 - c. Key dates and deadlines
- IV. Proposal components and Instructions
 - a. Introduction of the organization and project
 - b. Expected project work and assignments
 - c. Organization and project budgets
 - d. Evaluation criteria and scoring (ranking) system
 - e. Other required documents (i.e. audited financials, list of board members, letter of collaboration, etc.)
- V. City of Richmond contract compliance policies

Next Steps

As RDCY staff continues developing the RFP, we are interested in receiving feedback on the possible RFP components and process, and are available to answer questions from Board members. Per the Charter, the RFP must be released by January 1, 2021. Department staff plans to come back to the Board with additional information about the RFP prior to its release.