



**Special Meeting of the Richmond Fund for
Children and Youth Oversight Board
of the City of Richmond
Monday, November 30, 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: None

- 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 update on 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/99828983724?pwd=VVVTRHBMeHV2ekVZT2ZMK2xDZm5Mdz09>

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

Step 2: Webinar ID: **998 2898 3724**

MEETING INFORMATION

Oversight Board members

Geselle Alvarado
Khaliaghya 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

Public Comment:

We will only accept written public comments by email. All comments received by 3:30 p.m. on Monday, November 30, 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.



AGENDA REPORT

Department of
Children and Youth

DATE: November 30, 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 AND STRATEGIC INVESTMENT
PLAN 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).

Community Needs Assessment

The Community Needs Assessment 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, a report that highlights the needs ranked most important in the Community Needs Assessment and will show where funds might be allocated to support better outcomes.

On November 10th, the Draft Community Needs Assessment Report was made available on www.richmondyouth.org, and includes information from outside data sources, interviews, focus groups, community forums, and survey data collected. The following are the top priorities emerging from the Community Needs Assessment (not listed in order of priority):

- Mental Health and Wellness
- Education Support and Employment Training/Support
- Out of School Time, Afterschool Sports, and Enrichment Programming
- Information, Guidance, Case Management
- Violence Prevention
- Basic Needs

Strategic Investment Plan

Article 15, Section 8 of the Richmond Charter clearly describes that the Strategic Investment Plan should set forth funding priorities for a three-year period and a plan for overseeing and evaluating the Richmond Fund for Children and Youth (Fund) and the programs supported by the Fund. All of the diverse and thoughtful input received through the Community Needs Assessment process will guide the development of the Strategic Investment Plan and will help establish strategic funding priorities (i.e. how funding is provided based on the needs of youth and their families).

As a next step, HTA has developed an Investment Options Brief (Attachment 1), which will act as a bridge between the Community Needs Assessment and Strategic Investment Plan. This Investment Options Brief:

- Identifies a number of options for funding areas that reflect the themes and priorities identified in the Community Needs Assessment
- Illustrates these options with sample approaches and strategies that may be funded in the Strategic Investment Plan
- Discusses the populations that could likely be positively impacted by investments in these areas

This document will be aligned with other initiatives and City plans to encourage alignment with other City efforts. HTA will use this brief to inform stakeholders, to receive feedback on findings, and to build consensus around the emerging funding framework that will be at the core of the Strategic Investment Plan.

Once completed, the Strategic Investment Plan may include the following information:

- Executive summary
- Introduction and overview of the Department, Fund, and Oversight Board
- Community Needs Assessment vision and guiding principles
- Overview of community engagement process
- Findings from the Community Needs Assessment
- Funding allocations and possible strategies (aligned with information generated from the Community Needs Assessment's emerging priorities and described in the Investment Options Brief)

The Department shared results from the Community Needs Assessment process and the development of the Strategic Investment Plan with the Service Provider Working Group on November 19, 2020. A Strategic Investment Plan Input Form was also made available so that community members and service providers could provide feedback, suggestions, and ideas. Ongoing collaboration, community engagement, and partnership will be essential as we move to the Strategic Investment Planning and Implementation phase.

Next Steps

Through November and early December, the Strategic Investment Plan will be developed using information gathered from the Community Needs Assessment process to determine how millions in funds will be distributed across various service areas to support children, youth, and their families. The Strategic Investment Plan is being prepared for approval by the Oversight Board at its December 7, 2020, regular meeting and presented to the City Council for its approval at the December 15, 2020, City Council meeting.

Department staff is currently working on the Request for Proposals (grant guidelines and application) and plan to release it prior to January 1, 2021. Department staff will bring components of the Request for Proposals for review and consideration to the Oversight Board prior to release. Per the Charter, Department staff will award grant funding by July 1, 2021.

ATTACHMENT:

1. Investment Options Brief

Richmond Department of Children and Youth Investment Options Brief

The recently completed Community Needs Assessment process provided an overview of current data and findings related to children, youth, and their families in Richmond, and North Richmond, California – specifically as related to the focus of the Richmond Fund for Children and Youth. The Community Needs Assessment identified six priority areas for investment. Community input was gathered through focus groups and interviews with youth and providers, surveys, forums, and the review of multiple reports and secondary data resources. Priorities were identified by synthesizing these data sources and surfacing issues that were raised across multiple groups and subgroups and within the framework of the legislation informing the Richmond Kids First Initiative. The six priorities are as follows, in no particular order of priority:

- Mental health and wellness
- Education support and employment/training support
- Out of school time, afterschool sports, and enrichment programming
- Violence prevention
- Access to basic needs
- Information, guidance, and case management

This memorandum provides further information related to these priorities and begins to detail options regarding programming, approaches, and populations that will benefit from investment. There were also several approaches identified related to programming that could cross several of the six inter-related areas identified above. These approaches include but are not limited to:

- Trauma-informed programming
- Healing
- Caring adults participating in the lives of youth
- Trusting relationships with providers
- Meet children and youth where they are (e.g. school or neighborhood)
- “Push in” supports rather than “opt in” supports for those hard to reach (e.g. reaching out to our most marginalized students)
- Value and recognizing identity while building belonging
- Staff programs with individuals with lived experience or cultural fluency who can effectively engage youth - “Have staff who can not only represent a culture but can be restorative and beneficial to the culture”
- Improve translation and language equity
- Improve access by robustly sharing information out to the community
- Equity in place
- Maintain youth voice in programming

Priority 1: Support Mental Health and Wellness for Richmond Children and Youth

Mental Health and wellness for Richmond and North Richmond children and youth clearly stood out in the Community Needs Assessment. The community has identified stress and trauma as an issue for children and youth in the community. Given the many stressors in the community, there are children at risk of mental health and developmental impact given their exposure to “adverse childhood experiences.” At the same time, youth express that they have experienced depression. Programs that support mental health and wellness and that address mental health needs will help Richmond and North Richmond children and youth to thrive. Included in this priority is mental health education which will be targeted toward reducing stigma and increasing understanding of mental health and wellness issues.

The issue of mental health and well-being was a concern across all of the focus groups that were conducted. 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. 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. Also, the need for culturally fluent approaches is central to filling this gap as many of Richmond and North 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.

Options for supported programming

- Provide a “safe space” and support mental health along with social and emotional well-Being for young children and youth
- Provide supportive relationships, including counseling and support for children and youth
- Strengthen school-based and group programming (e.g. anxiety or anger management)
- Diversify access (e.g. by opening access to short term needs and those not being served)
- Address trauma and support healing skills.
- Mental health education for children, youth, and families; build access and openness to receiving support

Priority populations

- Disconnected youth
- Young people who themselves are homeless, or whose families are homeless or threatened by homelessness
- Young people living in poverty
- Immigrant and undocumented children and youth
- LGBTQ+ children, youth, and families
- Young people with poor physical, mental, emotional, and behavioral health outcomes

Priority 2: Provide Education Support and Employment/Training Support

The need for education support and employment training emerged across surveys, focus groups, forums, and other sources. Richmond and North 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, and wraparound support for those who may be struggling such as transitional age youth (TAY) or new immigrants arriving as unaccompanied minor children. The latter group also needs support with accelerated language learning. In addition, participants identified mentoring, internships, and job skills training as key to their success. 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 and North Richmond that are better resourced and have programs, tools, and infrastructure that allow for students to excel.

Options for supported programming

- Targeted educational support (e.g. tutoring, language, homework assistance) for populations facing multiple challenges such as unaccompanied minor immigrants and very low-income students
- Career and college exposure at earlier ages (e.g. middle school programs)
- Internships to provide experience, skill building, and exposure for young people
- Outreach and strategies directed to disconnected youth and systems impacted youth who are not engaged in community programming.
- Expand access to West Contra Costa Unified School District (WCCUSD) career readiness resources to students not in pathways

Priority populations

- Youth of color
- System-involved young people and TAY
- Disconnected youth
- Young people who themselves are homeless, or whose families are homeless or threatened by homelessness
- Socioeconomically disadvantaged children and young people
- Immigrant and undocumented children and youth
- Students with disabilities
- Youth from under-resourced neighborhoods

Priority 3: Support Out of School Time, Afterschool Sports, and Enrichment Programming

This strategy builds on and expands available out of school and afterschool programming. Participation in afterschool and out of school programs is linked to better academic outcomes. For Richmond and North Richmond's priority populations, targeted afterschool programming could improve their chances of completion and success in school as well as their connection to caring adults with whom they feel a connection. Programs must be provided in a safe space with safe access for students.

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 were also often singled out as highly desirable (music, dance, visual arts were all mentioned). This is in addition to culturally relevant arts and other programming to help 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. Existing after school resources should be leveraged so that funding from the Richmond Fund for Children and Youth (Fund) bring in those not participating and engage students who have barriers to participation.

Options for supported programming

- Programming specific needs of children and youth at their age and stage
- Support youth voice to support diverse programming for students in later grades to develop their strengths and interests
- Free or very low-cost programming
- Funding to also engage parents to understand barriers to participation
- Enrichment programming (e.g. music & arts, science & technology, sports & recreation)
- Culturally relevant and fluent programming
- Academic support such as tutoring, homework support, etc.
- Outdoor programming
- Accessible programming for students with disabilities
- Youth development and leadership opportunities for positive youth engagement

Priority populations

This could include all of the priority populations and programs should be targeted toward including these hard to reach/underserved groups.

- Young people living in poverty
- Immigrant and undocumented children and youth
- Young people with poor physical, mental, emotional, and behavioral health outcomes
- Children with disabilities
- Students experiencing homelessness
- Students who are not engaged in out of school extracurricular activities
- Students at schools with high levels of free and reduced lunch
- Students in very high need locations

Priority 4: Expand Violence Prevention Efforts

Violence in the community came up as a barrier to participation and even as a significant barrier to everyday activity for priority populations. Violence manifests itself in many forms including gun violence, domestic violence, and more. In the focus groups, youth stated they couldn't go to many places in Richmond out of fear and that they were frequently uncomfortable to go out with groups of friends when one of them did not feel safe in a particular neighborhood. Others participating in the needs assessment spoke of witnessing violence or dangerous spots in their neighborhood. Bullying is also a concern for children. In addition, some participants also reported the fear of gender-based violence as a barrier to movement and participation in the community.

Options for supported programming

- Programs supporting healthy development for children
- Mentorship and other programs for youth that feature a caring adult
- Programs that support connection to after school activities and reduce exposure to community risks
- Programs outside of school
- Peer-to-peer groups
- Whole family/parent support
- Anti-bullying programs
- Programs focusing on African American and Latino/Latinx youth
- Youth skills programs: non-violent coping and communication skills
- Street outreach and community norm changes
- Support for families experiencing domestic violence

Priority populations

- African American youth
- Latino/Latinx youth
- System-involved young people
- Young people who have been pushed out of school
- Young people living in poverty
- Children and youth who are impacted by the criminal justice system and/or who have family members who are incarcerated

Priority 5: Support Access to Basic Needs

The Community Needs Assessment identified that many Richmond and North Richmond children, youth, and their families were struggling and needed support with meeting one or more of their basic needs (e.g. 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. For immigrant children, the need for financial support for families who were often barred from working full time was mentioned. Justice-involved youth suggested that they needed access to support that they said was often contingent on having been in Juvenile Hall. For some parents and youth who wanted to access particular programs, transportation was identified as a barrier.

Given that this planning work was conducted during the COVID-19 pandemic, basic needs issues were heightened beyond the norm. It is widely expected that many families will face ongoing economic hardship as the pandemic wanes and the economy moves toward recovery.

Options for supported programming

- Childcare support
- Meal and nutrition support
- Rental support
- Navigation of available basic needs resources
- Support for family resource centers
- Support for families with barriers to access
- Support for children and youth experiencing homelessness including coordination between after school providers and shelters

Priority populations

- Young people who themselves are homeless, or whose families are homeless or threatened by homelessness
- Young people living in poverty
- Immigrant and undocumented children and youth
- Teen parents and families, including single mothers
- Families with children and youth who are involved in or transitioning from the foster care, juvenile justice, criminal justice, or special education systems

Priority 6: Strengthen Access to Information about Resources Available for Children and Youth

For children, youth, and families, there were a number of voices across the spectrum of youth residents that reported on how difficult it is to navigate the Richmond and North Richmond environment of youth services. Almost all community engagement activities during the Community Needs Assessment 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 make the best use of these programs and services for their children. Information and case management was also mentioned as critical to individuals experiencing homeless successfully regaining housing. This information needs to be in multiple languages with extra effort to reach marginalized children, youth, and their families.

Options for supported programming

- Fund the creation and hosting of an inclusive web resource that can provide robust information on children and youth programming in multiple languages
- Fund navigation support or case management for children, youth, and their families who face complex challenges
- Support mentorship and guidance that helps disadvantaged children and youth with understanding and accessing resources that will move them forward on their path toward college and/or employment.
- Social media strategies and outreach
- Provide resources for guidance and case management to those who most need it
- Make sure that there is a case manager that looks like the clients

Priority populations

This priority will support children and youth across Richmond and North Richmond inclusive of all priority populations.

- System-involved young people
- Young people who have been pushed out of school
- Young people who themselves are homeless, or whose families are homeless or threatened by homelessness
- Young people living in poverty; immigrant and undocumented children, youth, and families
- LGBTQ+ children, youth, and families
- Teen parents and families, including single mothers; young people with poor physical, mental, emotional, and behavioral health outcomes, and children with disabilities; and
- Families with children and youth who are impacted by the criminal justice system and/or who have family members who are incarcerated; and/or are involved in or transitioning from the foster care, juvenile justice, criminal justice, or special education systems



AGENDA REPORT

Department of
Children and Youth

DATE: November 30, 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) UPDATES

RECOMMENDED ACTION:

LISTEN to an update on 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 to provide in grant funding to service providers.

DISCUSSION:

During the last meeting of the Oversight Board (Board) on November 2, 2020, Department staff presented on the components of the Request for Proposals (RFP) or grant application. Currently, Department staff is drafting the Richmond Fund for Children and Youth (RFCY) RFP, which includes the following sections:

- Timeline of events
- Categories for organizations by application type
- Summary table of funding parameters Results-Based Accountability data framework
- Evaluation criteria for reviewing applications

Timeline

The RFP timeline table proposed below describes important events and activities throughout the application process, including events and activities once organizations have been selected for funding. The table specifically notes when the proposed month(s) the activities will occur and which events will occur more than once, such as the Information/Technical Application Workshops.

DRAFT Request for Proposal (Application) Timeline	
Activities	Date
Request for Proposal Release	December 31, 2020
Information/Technical Application Workshops (2-3)	January - February 2021
RDCY Staff Creates Team of Application Readers	January - February 2021
Request for Proposal Deadline	February 2021
Evaluate and Score Proposals	February - April 2021
City Council Approves List of Recommendations	April - May 2021
Awards Announced to City of Richmond Community	May 2021
Contract Negotiations with Selected Organizations	May - June 2021
Grant Funding Dispersed	June 2021

Application Type(s)

When considering the best way to allocate funding and categorize interested organizations, Department staff reached out to the Oakland Fund for Children and Youth (OFCY) to learn best practices. Department staff is considering three (3) categories of application types for potential applicants to apply under including Small and Emerging applicants, Single Organization applicant, or Collaborative applicant.

- **Small and Emerging:** Organizations with a smaller annual budget not including the RFCY grant request and applying on their own (e.g. organizations with annual budgets under \$250,000)
- **Single Organization:** Organizations with larger annual budgets not including the RFCY grant request and applying on their own (e.g. organizations with annual budgets over \$250,000)
- **Collaborative:** Any organization, regardless of their annual budget, who wants to apply with multiple organizations can do so under the collaborative applicant type

Funding Request Summary Table

The Funding Request Summary Table describes the categories of application types and the application type’s corresponding parameters for grant requests, indirect rate, total funding request as a percentage of the interested organization’s budget, and fund match requirements. The table below is based on OFCY’s model and initial thinking by Department staff. All information is up for discussion by the Board and subject to change.

Possible Funding Request Summary Table by Application Type			
	Small and Emerging	Single Organization	Collaborative
Minimum Grant Request	\$30,000	\$40,000	\$50,000
Maximum Grant Request	\$100,000	\$150,000	\$200,000
Maximum Indirect Rate	Possible Range between 15% - 20%		
Total RFCY Request as % of Org. Budget	Possible Range between 30% to 50% of Agency Budget		
Minimum Match Requirement	Possible Range between 10-25% of RFCY grant request		

Evaluation and Scoring Criteria

In order to award grants in an “open and fair” way, it is important to develop criteria by which each proposal will be evaluated by all reviewers. Department staff is presenting examples of criteria and associated scoring for discussion by the Board. All information is up for discussion by the Board and subject to change.

Possible Evaluation Criteria	Value
Agency History and COVID-19 Impact	20
- Negative impacts of COVID-19 on the organization’s budget, programming, and staffing needs identified and explained	
Program Description	30
- Program/project description and components are clearly stated and specific	
Outcomes and Impact	20
- Goals are clearly articulated and measurable	
Project Budget and Budget Justification	25
- Relationship between grant funds requested and the program budget is clearly shown	
Richmond Based Organization	5
- The organization and program/project is based in the City of Richmond and/or North Richmond	
Total	100

Reporting and Program Evaluation

In order to uphold accountability and transparency with selected organizations and the larger Richmond community, Department staff is proposing to follow the principles of the Results-Based Accountability (RBA) data framework. This framework ensures that all key beneficiaries included in a community-wide project are tracking, collecting, and reporting data that is accurate, simple, and informative of a program's performance and ability to achieve community goals.

RBA is upheld by asking three questions:

- **How much is the organization doing?**
- **How well is the organization doing?**
- **How better off are the targeted populations of the organizations?**

Department staff have incorporated RBA into the RFP and instructed interested organizations to choose at least one data trend to track from each category: How Much, How Well, Better Off.

Example of Results Based Accountability	
Funding Strategy	Mental Health and Wellness
How Much	- # of youth participating - # of services or activities
How Well	- % of staff trained in Trauma Informed Care - % of youth and families satisfied with the program
Better Off	- #/% of youth who successfully acquire one or more treatment goals - #/% of youth who report an improvement in emotional and mental health

The table above describes the funding strategy and provides corresponding RBA data trends that can evaluate a program's performance.

Next Steps

Department staff will continue to develop the RFP and is available to receive any feedback, recommendations, or ideas from Oversight Board members. Department staff plans to come back to the Oversight Board with additional information on other sections included in the RFP prior to its release, including but not limited to Application Questions, Strategic Funding Categories, and the Review Team. As a reminder, the Department plans to release the RFP by December 31, 2020, and one or more special meetings of the Board might be necessary to finalize the RFP prior to its release.