Special Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond
Thursday, December 10, 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. APPROVE the Richmond Fund for Children and Youth's 2021 – 2024 Strategic Investment Plan

  F-2. LISTEN to an additional 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

ALL BOARD MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE

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**.**

Zoom Information

By Computer, Tablet, or Mobile Device:
Step 1: Tune in to the videoconference at the following link:
https://zoom.us/j/99877011033?pwd=QVJ0a2dVZUU5SUxUYko1S3BBbC9Ydz09

Step 2: Enter the following password: **349363**

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 +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Step 2: Webinar ID: **998 7701 1033**

MEETING INFORMATION

Oversight Board members

Geselle Alvarado
Khalieghya 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

How to participate in Public Forum and/or speak on an agendized item in the meeting:

Public Comment via Email:

Comments can be submitted via email to youth@ci.richmond.ca.us. All comments received by 3:30 p.m. on Thursday, December 10, 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. Email must contain in the subject line: **public comments – not on the agenda** or **public comments – agenda item #**. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Public Comment via Zoom:

Step 1: Tune in to the videoconference at the following link (please see Page 2 for additional Zoom information): **https://zoom.us/j/99877011033?pwd=QVJ0a2dVZUU5SUxUYko1S3BBbC9Ydz09**

Step 2: To comment by video conference, click on the Participants button at the bottom of your screen and select the "**Raise Your Hand**" button to request to speak when Public Comment is being asked for. Attendees will then have two (2) minutes to click the "Raise Your Hand" button at that time. Speakers will be called upon in the order they select the "Raise Your Hand" feature. When called upon, you will be unmuted. After the allotted time, you will then be re-muted.

To comment by phone, you will be prompted to "**Raise Your Hand**" by pressing "***9**" to request to speak when Public Comment is asked for. Attendees will then have two (2) minutes to click the "Raise Your Hand" button at that time. When called upon, you will be unmuted. After the allotted time, you will then be re-muted. Instructions on how to raise your hand by phone are available at: https://support.zoom.us/hc/en-us/articles/201362663 -Joining-a-meeting-byphone.

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.

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

<mark>**Effect of Advisory on In-Person Public Participation**</mark>

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.

Item F-1.

AGENDA REPORT

**Department of
Children and Youth**

DATE: December 10, 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: ADOPTION OF RICHMOND FUND FOR CHILDREN AND YOUTH STRATEGIC INVESTMENT PLAN

RECOMMENDED ACTION:

APPROVE the Richmond Fund for Children and Youth's 2021 – 2024 Strategic Investment Plan

FINANCIAL IMPACT OF RECOMMENDATION:

As stated in the Charter of the City of Richmond - Article 15 Section 2, the City is required to allocate $250,000 from the City's annual General Fund budget in Fiscal Year (FY) 2018-19, and $700,000 in FY 2019-20 for the purpose of supporting the establishment of the Department of Children and Youth and the Richmond Fund for Children and Youth. There is no allocation in FY 2020-21. The Charter also requires the City to allocate one, two, and three percent of the City's General Fund in FYs 2021-22, FY 2022-23, and FY 2023-24 respectively, and three percent each fiscal year thereafter through FY 2027-28.

This Strategic Investment Plan will guide the Department's grant cycle between 2021 and 2024. The first round of grant funding for Fiscal Year 2021-2022 (July 1, 2021 – June 30, 2022) is estimated to total approximately $1.5 million (based on the City's FY 2020-21 revenue amounts). Estimated funding is approximate for the strategy areas. The available funds for grant awards in years two and three of the Strategic Investment Plan will increase based on the funding allocations outlined in the Charter.

DISCUSSION:

On June 5, 2018, Richmond voters approved Measure E and Measure K, known as the Richmond Kids First Initiative, which approved a City of Richmond Charter amendment (Article 15) and authorized the creation of the Richmond Department of Children and Youth (Department) and the Richmond Fund for Children and Youth (Fund) to provide increased and dedicated funding for children, youth, and young adult services. The ballot initiative also authorized the establishment of a 15-member Oversight Board and required that the Department conduct a Community Needs Assessment that would guide the development of a Strategic Investment Plan and the first three-year grant cycle of the Fund. Additional information about the Department can be found at www.richmondyouth.org.

On May 4th, June 1st, July 30th, September 9th, and November 2nd and 30th, Department staff provided the Oversight Board with an update on the Community Needs Assessment (CNA) and/or Strategic Investment Plan (SIP) processes.

Community Needs Assessment

The CNA and SIP process formally began in February of 2020, and in March 2020, the City selected Hatchuel Tabernik and Associates (HTA) to assist in this effort. A CNA is a comprehensive overview of the needs of children and youth, birth to age 24, and their families, and is a method of collecting information and reporting on the strengths, resources, and gaps in services for youth and their families in the community.

The CNA report is now complete and is available to view on the Department website. The CNA process provided an overview of current data and findings related to children, youth, and their families in Richmond. Participants in the CNA process were offered multiple opportunities to weigh in, responding to questions regarding their thinking on where the greatest need was, and what kind of youth-serving programming would be most valuable in each priority issue area.

Strategic Investment Plan: Priority Areas, Strategies, and Allocations

Article 15, Section 8 of the Charter describes that each SIP shall set forth funding priorities for a three-year period, and that those priorities shall be based on the CNA and input from the community. The Charter also states that the SIP shall set forth a plan for overseeing and evaluating the Fund and the programs supported by the Fund.

As shared previously, the CNA included a wealth of information from outside data sources, interviews, focus groups, community forums, and survey data collected for the Richmond Department of Children and Youth. 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. Based on the information collected, six areas were identified as funding priorities; albeit, staff recognizes that there is significant overlap in these categories.

In the final SIP, programmatic strategies were attached to each of the priority areas. The six priority areas, not listed in order of importance, were then assigned a percentage allocation based on considerations of the urgency of the need and potential for equity impact. The priority areas are as follows along with the allocation.

PRIORITY AREAS	% ALLOCATION
1. Behavioral Health: Mental Health and Wellness	20%
2. Education Support and Employment/Training Support	20%
3. Out of School Time, Afterschool, Sports and Enrichment	20%
4. Youth Violence Prevention	20%
5. Access to Basic Needs	10%
6. Information, Guidance and Case Management	10%

Once grant award decisions are finalized, the allocation amounts, as shown above, may vary slightly depending upon the type and number of grant applications submitted and grants awarded in each priority area. Also, it is important to note that per the Charter, any change in an approved SIP, which could include the priority areas and allocations, shall be based on the community needs assessment and input from the community.

Next Steps

After Department staff brings the SIP before the Oversight Board on December 10, 2020, for approval, the City Council must approve the SIP by December 30, 2020 per the Charter. 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.

ATTACHMENTS:

1. Strategic Investment Plan

Richmond Fund for Children and Youth

Strategic Investment Plan
Fiscal Years 2021 - 2024

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Executive Summary

On June 5, 2018, Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, which approved a City of Richmond charter amendment (Article 15). The Charter Amendment (1) required the creation of a Department of Children and Youth (Department), (2) provided for increased and dedicated funding for youth programs and services through the establishment of the Richmond Fund for Children and Youth (Fund), (3) established a 15-member Oversight Board to oversee the Fund, and (4) required the development of a community needs assessment that would inform a three-year Strategic Investment Plan which will guide a "fair and open" grant-making process.

Community Needs Assessment

The Community Needs Assessment (CNA) and Strategic Investment Planning (SIP) process formally began in February of 2020, and in March 2020, the City selected Hatchuel Tabernik and Associates (HTA) to assist in this effort. This effort built upon the foundations laid by staff who had worked for months to build the new Department and its essential infrastructure.

The Department initiated a needs assessment process that sought to honor community voice and include a diverse range of youth and adults in order to develop a comprehensive, equitable investment plan that reflects community vision. This CNA work had been planned as an intensely interactive process with strong community-based interaction and hands-on engagement. The Department and HTA had to pivot from best practices in face-to-face community engagement and planning to community planning in online virtual spaces. Service providers, Department staff and HTA partnered to co-create the assessment, recruit participants, and engage the community in a series of virtual focus groups, listening sessions, and forums as part of the CNA process.

In order to develop the CNA and inform the SIP to understand the strengths and gaps in services for youth and their families, the following guiding learning questions were developed to focus the CNA effort.
- What is working? What are the key assets for children, youth, and their families in Richmond and North Richmond?
- How are resources and services that support youth currently dispersed? What are the gaps?
- What are the barriers to accessing current and future services?
- What resources do families in Richmond and North Richmond need to thrive?
- Which families need these resources the most?
- What are the needs of the most hard-to-reach groups?

The Community Needs Assessment process provided an overview of current data and findings related to children, youth, and their families in Richmond. 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. Participants in the Community Needs Assessment were offered

multiple opportunities to weigh in, responding to questions regarding their thinking on where the greatest need was, and what kind of programming would be most valuable in each issue area.

Strategic Investment Plan: Priority Areas, Strategies, and Allocations

Based on the information collected from diverse sources, six areas were identified as priorities, albeit recognizing that there was significant overlap in these conceptual categories. Finally, programmatic strategies were attached to each of the priority areas. 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 priority areas were then assigned a percentage allocation based on considerations of the urgency of the need and potential for equity impact. The priority areas are as follows along with the allocations.

PRIORITY AREAS	% ALLOCATION
1. Behavioral Health: Mental Health and Wellness	20%
2. Education Support and Employment/Training Support	20%
3. Out-of-school Time, After-school, Sports and Enrichment	20%
4. Youth Violence Prevention	20%
5. Access to Basic Needs	10%
6. Information, Guidance and Case Management	10%

The Strategic Investment Plan builds on the priority areas identified through the Community Needs Assessment and focuses on a range of related strategic investment opportunities in each priority area. This plan will guide the Department's grant cycle between 2021 and 2024. The first round of grant funding for Fiscal Year 2021-2022 (July 1, 2021 – June 30, 2022) is estimated to total approximately $1.5 million. Estimated funding is approximate for the strategy areas. The available funds for grants in years two and three will increase based on the funding allocations outlined in the Charter.

Introduction

Richmond Fund for Children and Youth (Fund)

On June 5, 2018, Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, which approved a City of Richmond charter amendment (Article 15) to create a Department and Fund of Children and Youth, require that a portion of the General Fund be set aside to fund youth programs and services, establish a 15-member Oversight Board, conduct a Community Needs Assessment (CNA), and develop a three-year Strategic Investment Plan (SIP) which guides a 3-year grant-making process.

Per the ballot measure's Statement of Purpose, "Children, youth and young adults under the age of 24 comprise approximately 35% of the City of Richmond's overall population, and young people in Richmond experience extremely high rates of violence, trauma, poor health and social outcomes, and stress." The Richmond Fund for Children and Youth was set up to provide a dedicated funding source to help address some of the issues facing Richmond's young people.

Richmond and North Richmond's children and young people demand consistent and equitable access to healthy, safe, supportive, and inspiring environments at home and in community to foster their learning, growth, empowerment, and fulfillment. The Richmond Fund for Children and Youth focuses on community-based initiatives and interventions that improve the community institutions and environments that our children and young people interact with and navigate daily.

As stated in the Charter of the City of Richmond - Article 15 Section 2, the Fund will be maintained separate and apart from all other City funds and shall be appropriated annually at the time of the City's budget adoption. The City of Richmond is required to set aside a portion of the annual actual unrestricted general purpose revenues of the City to be transferred in the amounts specified below:

- For Fiscal Year 2021-2022, set aside for the Fund is an amount equal to one percent (1%) of the City's annual actual unrestricted general purpose revenues
- For Fiscal Year 2022-2023, set aside for the Fund is an amount equal to two percent (2%) of the City's annual actual unrestricted general purpose revenues
- For Fiscal Year 2023-2024, and each fiscal year thereafter through Fiscal Year 2027-2028, set aside for the Fund is an amount equal to three percent (3%) of the City's annual actual unrestricted general purpose revenues

Goals of the Richmond Fund for Children and Youth
Per the Charter, the Fund will support services for young people that fulfill the following goals:
- To ensure that Richmond's children, youth, and young adults are physically, emotionally, mentally, and socially healthy, educated, successful in school, and live in stable safe and supported families and communities
- To increase safety for children, youth, young adults, their parents/guardians, families and the communities in which they live by preventing problems and enhancing the strengths of children, youth, young adults and their families

- To ensure young people are provided with gender responsive, trauma-informed, population specific and culturally competent services
- To strengthen collaboration among public agencies and community-based organizations around shared outcomes among all service providers for children, youth, young adults and their parents/guardians
- To ensure an equitable distribution of resources to all of Richmond's young people in recognition of the importance of investment in their futures from birth through young adulthood
- To fill gaps in services and leverage other resources whenever feasible

The Fund will prioritize Richmond and North Richmond children (ages 0-12); youth (ages 13 to 17) and disconnected young adults (ages 18-24) who are most impacted by harm, inequity and lack of access to support services. The priority populations include but are not limited to:

- 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
- 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

Richmond Department of Children and Youth (Department)

The purpose of the Department is to facilitate the allocation of funds for youth-serving organizations by administering an open and fair application process that is in compliance with the policies adopted by the Oversight Board. Furthermore, the Department supports the Oversight Board in the development of a Strategic Investment Plan and conducts a community needs assessment.

The roles and responsibilities of the Department include but are not limited to:
- Administrator: Administering the grant program in alignment with Measures E & K and Oversight Board direction
- Advocate: Working to advocate for services and adequate funding for children and youth supported by this Fund
- Collaborator: Collaborating with various governmental, faith-based, community-based organizations, and philanthropy to support work in the community and ensure that children and youth needs are met
- Convener: Holding space for City interdepartmental meetings, as well as cross-entity meetings to discuss service delivery, opportunities for collaboration, etc.
- Evaluator: Developing and implementing a process to evaluate and/or support the evaluation of grantees, the grant process, collaborative work with other entities, and the program. The Department will help collect and analyze meaningful data and use the evaluation process to document the collective impact of the Fund.
- Funder: Developing and administering the grant program in alignment with the Community Needs Assessment and Strategic Investment Plan
- Supporter: Providing support to the Oversight Board (e.g., assist with recruitment, retention, development, training, agenda setting, meeting facilitation, etc.)
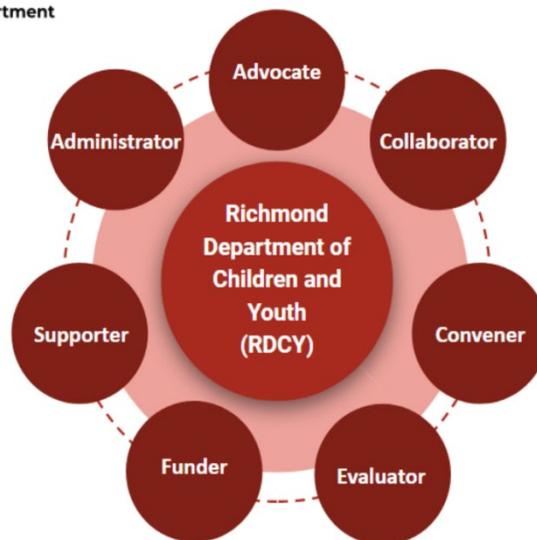
Richmond Fund for Children and Youth Oversight Board (Oversight Board)

The purpose of the Oversight Board is to help guide funding for youth-serving organizations by developing policies, monitoring, and ensuring that the Fund is managed in a manner accountable to the community. Oversight of the Fund is provided by a fifteen-member Oversight Board composed of adults and youth appointed by the Mayor and City Council. The members of the Oversight Board have been carefully chosen to represent Richmond and North Richmond's diverse geographic communities.

Board members are responsible for overseeing the annual grant-making process of the Fund, monitoring the Department to ensure it operates in the best interests of the community, developing a Strategic Investment Plan every three (3) years, and facilitating an annual evaluation of the Fund and funded programs. The Oversight Board will ensure the highest standards of care and transparency between the community and Department.

Service Providers Working Group

The Service Provider Working Group, which consists of representatives from both public agencies and community-based organizations, engages a broad cross-section of service providers to provide input to the Oversight Board and is open to all those who provide services to children, youth, young adults, and their families in Richmond and North Richmond.

The Service Provider Working Group provides input to the Oversight Board on community engagement and data collection, and uses their expertise and knowledge of the Richmond and North Richmond community to serve as subject matter experts to both the Board and Department. The Service Provider Working Group also provides feedback on various Department-related documents and any issues of concern relating to the Department and Fund.

Process and Methodology

The City of Richmond's Department of Children and Youth initiated a needs assessment and strategic planning process in 2020 that sought to honor community voice, include a diverse range of youth and adults in order to develop a comprehensive, equitable investment plan that reflects community vision. The City has committed to guiding principles for creating both the Community Needs Assessment and the Strategic Investment Plan, as follows:

Community assets are our core strengths

Richmond residents are experts in their lived experience and have valuable insight to share

We value collaboration and shared ownership

We believe considerations of race and equity are critical to this process

We will be inclusive of all ages, races, ethnicities, gender expressions, languages, abilities/disabilities, and socioeconomic status

We will communicate in a way that is accessible and easy to understand

We believe all voices should contribute and encourage participants to bring their full, authentic selves to this process

We believe it is important to be (1) innovative and flexible and (2) transparent and accountable

We center the needs and dreams of children and youth

Learning Questions

Guiding learning questions were developed to focus the CNA effort.

- What is working? What are the key assets for children, youth, and their families in Richmond and North Richmond?
- How are resources and services that support youth currently dispersed? What are the gaps?
- What are the barriers to accessing current and future services?
- What resources do families in Richmond and North Richmond need to thrive?
- Which families need these resources the most?
- What are the needs of the most hard-to-reach groups?

Community Needs Assessment: Engagement in the Midst of a Pandemic

The Community Needs Assessment and Strategic Investment Planning process formally began in February of 2020. At this point, the City began to formally plan the assessment process with the assistance of consultants from Hatchuel Tabernik and Associates (HTA). This effort built upon the foundations laid by Department staff who had worked for months to build the new Department and its essential infrastructure.

It is notable that on March 16, 2020, Contra Costa County issued an order for residents to shelter-in-place at their residence in response to the rising numbers of COVID-19 infections and hospitalizations. On March 17, 2020, the State of California also issued a shelter-in-place order. What followed was an unprecedented shift in the way people, community-based organizations (CBOs), and public entities conducted their daily work, engaged with the public and colleagues, and communicated. For the needs assessment process, this meant that the planning work continued but meetings normally conducted face-to-face could not be conducted in that manner. Many participants were able to continue working from their homes. Others were considered essential workers and were expected to continue going to their regular workplaces. In order to adjust the CNA to meet the requirements of social distancing, we engaged the public using live video platforms which most groups became adept at using fairly quickly. The CNA team was able to conduct complex meetings with breakouts groups, interactive discussion, shared presentations, conversations, and multiple forms of shared on-demand data visualization and media such as word clouds and virtual white boards.

This CNA work had been planned as an intensely interactive process with strong community-based and hands-on engagement. The Department and HTA had to pivot from best practices in face-to-face community engagement and planning to community planning in online virtual spaces. Service providers, the Department and HTA partnered to co-create the assessment, recruit participants, and engage the community in a series of virtual focus groups, listening sessions, and forums as part of the CNA process.

Working with Community to Include Multiple Voices

Co-Design and Building on Existing Work
Consultants engaged service providers, including the CBO community and public agencies, early on with a virtual co-design process that allowed the CNA to be tailored to the community's values and culture of inquiry at the same time that the pivot to virtual engagement while shelter in place orders were in effect. CBOs and public agency service providers shared invaluable insight for the City staff and HTA that was incorporated into the CNA design and implementation.

The City of Richmond, community-based organizations, public agencies, and other stakeholders have done a great deal of work in Richmond and North Richmond for many years, and there are multiple reports, assessments, transcripts, and data sets that were reviewed for the CNA. The CNA built on the work that was already done in the community. The CNA design has worked to reduce redundancy while ensuring that due diligence has been applied for the Department.

Community Engagement, Data Collection, and Analysis

Secondary Quantitative Data Analysis
The CNA data collection began with secondary data related to the priorities of the Richmond Kids First Initiative and the learning questions. The project sought to build on existing resources gathering and analyzing quantitative data from a variety of secondary sources and reviewing existing analysis and reports. As described below, this data was combined with qualitative data gathered by the Department and HTA, some of which was presented to the community during a series of forums.

Key Stakeholder Interviews
We conducted key stakeholder interviews early on to help shape and inform the process and to deepen understanding of issue areas. Key Stakeholders included community leaders, program experts, and agency leads with experience serving youth in the community, as well as individuals from priority populations.

Community Focus Groups and Community Listening
Community focus groups and small group listening sessions were incorporated as key components of the assessment. We used these sessions to gather qualitative data directly from groups that are representative of priority populations among local youth, their families, providers, and others. The focus groups drilled down into the themes emerging from the assessment, providing insight from the group interactions and feedback. Stakeholders assisted with moderating these groups and partnered with the CNA team to identify participants and support logistics. Through this process, the Department was able to hear from 73 stakeholders.

Focus Groups
Asian Youth
Black Youth
Parents and Guardians of Children
Latinx Youth
LGBTQ+ Youth
Justice System-Involved Youth
Immigrant Youth
Youth with Foster Care Experience: Transitional Age & Emancipated Youth

Community Surveys
The needs assessment included a survey that gathered input from 114 youth and their parents and guardians. The survey was brief, digital, and sought to reach a broader subset of individual children, youth and their parents and guardians. The survey's aim was to gather input on strengths, needs, and preferences regarding services and programs.

The Department also gathered over 650 surveys through a partnership between UC Berkeley's Y-PLAN's (Youth – Plan, Learn, Act, Now) project and West Contra Contra Unified School District's (WCCUSD) Kennedy High School during the 2019-20 school year. Through Y-PLAN, which is an action research initiative that engages young people to tackle real-world problems in their communities through project-based civic learning experiences, the Department served as a client for 60 12th grade Information Technology Academy (ITA) students at Kennedy High School.

Community Forums: Refining Assets and Gaps Analysis and Making Meaning

As part of our analysis, we worked with stakeholders to conduct four Community Forums that were accessible online to participants across Richmond and North Richmond. Participants were asked to identify the greatest needs of Richmond children, youth, and their families and to prioritize resources areas. Over 57 individuals attended the forums.

Quantitative and Qualitative Analysis and Identification of Priorities

All of the quantitative and qualitative data collected in questionnaires/surveys, interviews, focus groups and listening sessions was analyzed and synthesized. Information from participants was prioritized and focus group conversations, forum comments, and input via surveys and feedback forms was coded and cross referenced with existing data reports and quantitative analyses. Information of particular relevance can be found in the Community Needs Assessment Report.

Themes emerging from multiple data sources were identified. Participants in the Community Needs Assessment were offered multiple opportunities to weigh in, responding to questions regarding their thinking on where the greatest need was, what kind of programming would be most valuable in each issue area, and so on. Six areas were identified as priorities with this information, albeit recognizing that there was significant overlap in these conceptual categories. Finally, programmatic strategies were attached to each of the priority areas. These programmatic strategies were developed from qualitative feedback provided throughout the Community Needs Assessment process as well as from meetings with the Service Providers Working Group.

Priority Areas for Investment

Allocation to Priority Areas and Strategies

The 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 areas, not listed in order of importance, were then assigned a percentage allocation based on considerations of the urgency of the need and potential for equity impact. The priority areas are as follows and include the allocation.

PRIORITY AREAS	% ALLOCATION
1. Behavioral Health: Mental Health and Wellness	20%
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5. Access to Basic Needs	10%
6. Information, Guidance and Case Management	10%

This plan will guide the Department's grant cycle between 2021 and 2024. The first round of grant funding for Fiscal Year 2021-2022 (July 1, 2021 – June 30, 2022) is estimated to total approximately $1.5 million (based on the City's Fiscal Year 2020-21 revenue amounts). Estimated funding is approximate for the strategy areas. The available funds for grant awards in years two and three of the SIP will increase based on the funding allocations outlined in the Charter.

Once grant award decisions are finalized, the allocation amounts, as shown above, may vary slightly depending upon the type and number of grant applications submitted and grants awarded in each priority area. Also, it is important to note that per the Charter, any change in an approved SIP, which could include the priority areas and allocations, shall be based on the community needs assessment and input from the community.

Cross-Strategy Approaches

This plan 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 cross-cutting approaches include but are not limited to:

- Trauma informed programming
- Healing
- Caring adults participating in the lives of youth
- Trusting relationships with providers
- Meeting 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
- Valuing and recognizing identity while building belonging
- Staffing programs with individuals with lived experience or cultural fluency who can effectively engage youth – "Gave staff who can not only represent a culture but can be restorative and beneficial to the culture"
- Providing culturally competent programming and services which reflect the diversity of Richmond and North Richmond
- Improving translation and language equity
- Improving access by robustly sharing information out to the community
- Equity in place
- Including and valuing youth voice in the design and implementation of programming

There are numerous options for programmatic strategies identified under each priority. Realistically, it is likely that not all of these programmatic strategies will be put forward and that not all of them could be funded in this initial year of the Fund. The staff of the Richmond Department of Children and Youth is committed to using an equity perspective in its grant programs to ensure that the Richmond Fund for Children and Youth fills gaps in services, provides resources to those populations that have been identified as under-resourced, and strategically contributes to meaningful results for children and youth.

Priority 1: Support Behavioral Health: Mental Health and Wellness for 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 health 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

- Integrate behavioral health strategies into programming that support mental health and wellness
- 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
  Behavioral and 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

- Youth who have experienced trauma
- Young people with poor physical, mental, emotional, and behavioral health outcomes

Desired Results
- Increased access to mental or behavioral health programs and services (Indicator: number of unique and new participants)
- Decreased stigma about receiving mental health services
- Reduced reliance on substances to deal with mental and behavioral health issues
- Increased awareness of available mental or behavioral health services

Priority 2: Provide Education Support and Employment/Training Support so that Youth Can Move to College and Career

Richmond and North Richmond youth participating in the Community Needs Assessment consistently expressed the desire to be successful in school and go on to college or employment. In the 2019 Richmond Community Survey, residents were asked what areas the City should prioritize in order to best support young people in Richmond. Education and Job Training received the highest response rate with 82% of respondents (308 responses) selecting this as a priority[1].

In the Community Needs Assessment, participants also identified the need for programs that support children and youth along their journey toward educational success, college, career, and employment. These needs emerged across surveys, focus groups, forums, and other sources. Richmond and North Richmond children and youth want the chance to excel in school and career. There was a strong desire for more tutoring, broader college access programs, and extra support for those who may be struggling with a range of barriers such as transitional age youth (TAY) or new immigrants arriving as unaccompanied minor children. The latter is also an example of a group that needs accelerated or intensive language learning support.

Many older youth participants wanted support in moving toward employment and identified the need to learn more about employment requirements and career options via mentoring, internships, and, in some cases, job skills training as key to their success.

It is also notable that reliable access to resources such as high-speed internet and computer equipment, such as tablets, has become even more important 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

- Programs that improve educational outcomes for high-need young children
- Targeted educational support (e.g. tutoring, language, homework assistance) for children and youth facing multiple challenges in moving forward to post-secondary education and employment (e.g. populations such as unaccompanied minor immigrants, system involved youth, or 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 youth
- 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

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[1] National Research Center and ICMA, The National Community Survey, Richmond, CA Technical Appendices, 2019

- 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 (e.g. North Richmond, Iron Triangle)

Desired Results

Education Support
- Increased access to early learning
- Kindergarten readiness
- Improved third grade reading levels
- Improved school attendance
- Improved High School graduation rates
- College entry and success rates
- Reduction in chronic absenteeism
- Black and Latinx college enrollment and persistence

Employment
- Increased numbers of youth with work experience opportunities
- Increased numbers of youth accessing career and college
- Increased knowledge of programs
- Increase in earnings/income for youth and young adults

Priority 3: Support Out-of-School Time, After-school, Sports and Enrichment

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

Desired Results

- Expanded access to out of school, afterschool, sports, and enrichment programming (Indicator: number and demographics of unique participants)
- Increased learning opportunities year round
- Increased and more diverse offerings of culturally relevant programming
- Increase in caring adult relationships
- Increased number of hours of academic support provided
- Increased number of no-cost or low-cost/fully subsidized programs
- Improved attendance

Priority 4: Expand Youth 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 and North 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.

The 2019 Richmond Community Survey asked residents what areas the City should prioritize in order to best support young people in Richmond. Violence prevention and response received the second highest response rate with 73% of respondents (275 responses) selecting this as a priority[2]. Other plans and reports including the 2019 Kaiser Community Health Needs Assessment and the North Richmond Quality of Life Plan also identified community safety as a priority.

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
- Access to programs that are "close to home" or that provide safety support or community travel support that reduces risk of violence for youth (e.g. transportation vouchers or programs located next to public transportation)

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

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[2] National Research Center and ICMA, The National Community Survey, Richmond, CA Technical Appendices, 2019

- Children and youth who are impacted by the criminal justice system and/or who have family members who are incarcerated

Desired Results

- Reduction in the number of youths involved in criminal activity
- Reduction in the numbers of youth homicides for those aged 0-24.
- Reduction in the numbers of youth that perpetrate violence
- Increase in the number of students who feel safe at school
- Reduction in bullying
- Reduction in the number of children and youth that witness violence
- Increase in services that support whole-family violence prevention

Priority 5: Strengthen 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 including childcare to provide relief to youth caring for siblings or parenting youth
- Meal and nutrition support
- Rental support
- Navigation of available basic needs resources
- Support for family resource centers
- Support for families with barriers to access
- Expanded homelessness prevention resources to identify and support children and youth at risk of homelessness in Richmond and North Richmond
- Support for children and youth experiencing homelessness including coordination between outreach workers, after-school providers, schools, and shelter/housing resources

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

Desired Results

- Fewer children, youth and their families will experience homelessness in Richmond and North Richmond
- Increased housing security
- Increased access to childcare

- Increased food security
- Increased access to services by mitigating financial or resource barriers
- Improved transportation to service locations
- Increased access to high-speed internet and Wi-Fi
- Decreased rates of poverty in Richmond and North Richmond, particularly for households of color

Priority 6: Strengthen Access to Guidance and 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 and capacity for guidance and case management in programming for those who most need it
- Make sure that staff providing guidance and case management reflects the diversity of 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

- 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.

Desired Results

Information
- Increased access to information: (Indicators: Number of inquiries and posts on one stop shop platform)
- Increased access to information in multiple languages other than English (Indicator: Increased number of requests for information that are made in other languages)
- Increase in the number of children and youth and their families that are aware of programming and know how to access information needed to participate
- Increased access to Wi-Fi connectivity

Navigation Support, Guidance, and Case Management
- Increase in number of case management spots available for high need youth or those with complex situations
- Increase in number of mentors available for high-need youth
- Increased navigation support for youth who want to access post-secondary education or who are transitional aged youth moving to independence
- Increased numbers of youth have connection to caring adults
- Increased number of programs or collaborations that offer wraparound services/programming targeted at high need youth

References and Appendices

TO BE COMPLETED PRIOR TO 12/30/2020

REFERENCES

[LIST ALL RESOURCES SITED IN THE CNA]

APPENDICES

SELECTED DATA

ACKNOWLEDGEMENTS (STAFF AND OVERSIGHT BOARD)

COMMUNITY NEEDS ASSESSMENT PARTICIPANTS/PARTNERS

AGENDA REPORT

Department of Children and Youth

DATE: December 10, 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 additional 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 (Fiscal Year 2021-2022), RDCY anticipates that approximately $1.5 million will be available for grants.

DISCUSSION:

On November 30, 2020, staff presented various components of the Richmond Fund for Children and Youth Request for Propsoals (RFP) including: a timeline of events, categories for organizations by application type, a summary table of funding parameters, Results-Based Accountability data framework, and evaluation criteria for reviewing applications. The Oversight Board provided feedback to staff concerning the application types and the need for equity in evaluating organizations of varied capacity. Additionally, it was also shared that there was a need for greater clarity surrounding the funding request summary table and specifically the terms establishing parameters. This report serves to provide an overview of the RFP structure, clarify specific RPF components, and introduce new information.

RFP Structure

The proposed RFP structure is provided below and provides an outline of the major components that will be covered in the RFP. Information included in the following sections will come from exisiting documents: Introduction (Section 1 – pulled from the RDCY website and previous staff reports), Funding Priority Areas (Section 3 – pulled from the Strategic Investment Plan), and City Compliance and Requirements (Section 6 – incorporated by Richmond's City Attorney's Office). Information included in the other sections is being presented to the Board for discussion. RDCY staff is finalizing the RFP and plan to receive legal review for compliance with all City of Richmond policies and legal requirements before bringing the full RFP before the Board for approval on December 14th or 18th. Currently, the RFP is structured as follows:

1. **Introduction**
   a. Request for Proposal Overview
   b. Richmond Department and Fund for Children and Youth
   c. RFCY Oversight Board
   d. Community Needs Assessment Vision and Goals
   e. Funding Allocation Available by RFCY Strategic Investment Plan 2021-24
2. **Application Process**
   a. Eligibility
   b. Funding Amounts
   c. Applying for Funding
   d. Pre-proposal Meeting and Question
   e. Important Dates
3. **Funding Priority Areas**
   a. Behavioral Health: Mental Health and Wellness
   b. Education Support and Employment/Training Support
   c. Out of School Time, Afterschool, Sports and Enrichment
   d. Youth Violence Prevention
   e. Access to Basic Needs
   f. Information, Guidance and Case Management
4. **Proposal Instructions/Guidelines**
   a. Agency Information
   b. Proposal Information
   c. Narrative
   d. Demographic Information
   e. Activity Projections
   f. Budget Proposal
   g. Required Documents
   h. Submission
5. **Funding Recommendation and Contract Negotiation**
   a. Proposal Review Process
   b. Evaluations of Proposal
   c. Rejection of Proposal Elements
   d. Contract Negotiations
   e. Contract Award
6. **Compliance with City Policies**

Application Type(s)

Department staff is proposing three (3) categories of application types for potential applicants to apply under, including: Small and Emerging applicants, Single Agency or Organization applicant, or Collaborative applicant.

- **Small and Emerging**: Organizations with an annual operational budget under $250,000 (not including the RDCY grant request)
- **Single Agency or Organization:** Organizations with an annual budget over $250,000 (not including the RDCY grant request)
- **Collaborative:** Any organization, regardless of their annual budget, who want to apply with multiple organizations can do so under the collaborative applicant type

Recommendation: All organizations that identify as Small and Emerging Organization be evaluated against each other across all Priority Areas.

Ultimately, this recommendation takes into consideration the staffing levels, resources, and overall capacity of organizations that are similarly situated. Additionally, with feedback from the Board, this recommendation may provide for greater equity across the evaluation and award process for developing or smaller organizations.

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.

Funding Request Summary Table by Application Type			
	Small and Emerging	**Single Agency**	**Collaborative**
Minimum Grant Request	$30,000	$40,000	$50,000
Maximum Grant Request	$100,000	$150,000	$200,000
Maximum Indirect Rate	15%	20%	20%
Maximum RDCY Request as % of Org. Budget	40% of Agency Budget	35% of Agency Budget	35% of Agency Budget
Minimum Match Requirement	20% of RDCY grant request	15% of RDCY grant request	20% of RDCY grant request

To promote greater clarity in relation to the parameter terms in the Funding Request Summary Table, the following definitions and examples have been provided:

Indirect Rate (%) or Cost is the maximum or highest percentage (rate) that an organization can spend on indirect expenses in relation to its grant award.

- *Indirect Cost - includes items that are associated with running the organization as a whole and **cannot** be directly traced to the program, services or its participants. The entire organization uses these items both for administrative purposes and for other programs.*

Organizations can calculate a percentage of these costs for their program, but shouldn't include 100% of the costs of these items in their program budget. This may include audits, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs.

- *Direct Cost - are those cost that **can** be directly traced to the program, services, or its participants. This may include project materials, program staff salaries, and other fees that pertain only to the program.*

  Example: ABC Non-Profit is Single Agency with an annual budget of $300,000. ABC is awarded $100,000 from the Richmond Fund for Children and Youth. If the Maximum Indirect Rate for this category is 20%, the most or maximum the organization can budget/spend for indirect cost is $20,000 ($300,000 x .20).

Total RDCY Request as Percentage (%) of Organization Budget is the maximum or highest percentage(rate) of an organization's annual budget it can request in grant awards.

Example: ABC Non-Proft is Single Agency with an annual budget of $300,000. If the Maximum Request as a Percentage of the Organizations is 35%, the most or maximum the organization could request on its grant application(s) is $105,000 ($300,000 x .35). Even though the Maximum Grant Request is $150,000 for the Single Agency Category, ABC could only request $105,000.

Minimum Match Requirement is the least or smallest amount an organization will be required to fundraise as a percentage of its grant award.

Example: ABC Non-Proft is Single Agency with an annual budget of $300,000, and is awarded $100,000, from the Richmond Fund for Children and Youth. If the Minimum Match Requirement is 15% of the grant award, ABC will need to fundraise a minimum of $15,000 during the year. ($100,000 x .15)

Recommendation: Funding Parameters in the Summary Table above be approved

RFP Questions: Priority Area Narratives

Staff, in consideration of the various Priority Areas identified in the Strategic Investment Plan, is proposing the following questions to be addressed by applicants. The subsequent Evaluation and Scoring Point Criteria section aligns with the sections listed below. Staff reserve the right to makes changes as appropriate.

Program Summary (Not scored)
> Provide a clear and concise summary of your program. The summary should describe the program in terms of who will be served, numbers to be served, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved. This Program Summary will be used to describe the proposed program throughout the review process. (600 Character Limit)

Agency History And Capacity (15 Points)

1) Describe your agency's experience providing the services proposed in your application. Include information on years of service in the community being served and any partnerships or collaboration with other organizations or systems of care.

2) Describe the staffing plan for your proposed program. Identify the person(s) who will have primary responsibility for managing the program and discuss their experience managing similar projects. Provide information on how many people will be directly working on the project and their qualifications to work effectively with your target population. Feel free to include resumes for applicable staff.

3) Please discuss how your youth development program and organization has been impacted by COVID-19. What have been the implications for the services you provide?

Program Design (50 Points)

4) Describe the program and proposed services. Provide information on the program design, type of services, average length of participation, location of services (include the defined boundaries for each targeted neighborhood/geographical area), target populations, and how services will be delivered.

5) Describe how your program will engage and meet the needs of priority populations listed in the Strategic Investment Plan? What are challenges that you anticipate, and how do you plan to address the challenges?

6) Identify the population that will be served in your program. How do you plan to recruit, engage, and retain participants in your services to reach your program's goals?

7) Who are the other partners that will support the program? Identify the roles, responsibilities and functions of each partnership.

8) Provide information on how the proposed program has operated amidst the negative effects of COVID-19 and how the program has met the needs of their target populations since COVID-19 began?

Outcomes and Impact (15 Points)

9) What are the needs that your program is designed to address? How will participants directly benefit from the proposed services? What are the short-term outcomes, and what are the long-term impacts?

10) Describe how your program will measure its impact and achievement of outcomes. What are the performance targets that will be met? How will you know that your program is successful?

11) List your program's annual outcomes and performance for up to the past three years. Explain any fluctuations in outcome and performance year-to-year. Please provide an explanation if you do not have up to three years of data on outcomes.

Required Resources and Budget Request (20 points)

12) What are the total proposed annual program expenses for the 2021-2022 fiscal year? What were the total program expenses in the most recently completed calendar or fiscal year? What is changing?

13) Describe the proposed program expenses and explain how funds requested are reasonable to support the proposed numbers of children to be served, hours of service to be provided, and overall program design.

14) Provide information on the other sources of revenue supporting the program. Include the name of the funding entity, amount of funds, duration of funds, and whether the funds have been received, are committed, are pending, or will be planned to be requested. State whether your program will collect fees for participation or if it will be free of charge to all participants. If collecting fees, describe your fee structure, estimated annual revenue, and estimated percent of students participating for free compared to students paying a fee.

Evaluation and Scoring Criteria

Staff is proposing that all organizations and submitted applications be scored and evaluated by the following criteria as described below. Staff reserve the right to makes changes as appropriate.

1) AGENCY HISTORY AND CAPACITY………………………………………………. 20 POINTS
- Past, recently completed, or on-going projects to substantiate experience.
- Demonstration of ability and experience in working with diverse communities and youth. Agency has achieved success and accomplishments demonstrate capacity for effective delivery of proposed services.
- Identified impacts of COVID-19 on the organization's budget, programming, and staffing needs
- Professional background and qualifications of team members proposed to deliver direct services and manage the program; quality and appropriateness of proposed project personnel, including subcontractors. Racial, ethnic, cultural and linguistic characteristics of staff reflect communities proposed to be served.

2) PROGRAM DESIGN …………………………………………………………… 35 POINTS
- A clear and specific outline of the proposed services, including frequency of programming, average number of clients to be served daily and over the course of the year, location of services, and extent of proposed services to be delivered.
- Outreach and engagement, culturally relevant
- Awareness of the community and target population, and identification of potential problems and providing possible solutions.
- Special resources the team offers that are relevant to the successful completion of the project, including partnerships and subcontractors.
- The organization has a plan on how the program or project will sustain and thrive in a COVID-19 impacted
- Organization has explained thoroughly how the program activities will function and thrive given the impacts of COVID-19

3) OUTCOMES AND IMPACT………………………………………………………… 25 POINTS
- Clearly describes the needs of the intended participants that the program is designed to address, providing accurate, current, and specific data to demonstrate need.
- Program provides clear outcomes that have been achieved through past services, with outcomes clearly linked to intended impacts identified in the funding strategies.
- Ability to clearly articulate outcomes and impact, with reasonable demonstration of ability to account for impact.

4) REQUIRED RESOURCES AND BUDGET REQUEST …………………………   **20 POINTS**

- Program provides a clear budget that describes staffing and associated direct costs required for successful program implementation. Expenses are reasonable and commensurate with the scale of services proposed.
- Additional resources are identified to support the program, with reasonable plan for securing matching funds.
- Total program budget of RFCY funding and additional matching funding is realistic and reasonable for proposed level of services.

Timeline

The Request for Proposal Timeline table proposed below represents a few updates since the last Oversight Board Meeting on November 30, 2020. The updates include the proposed dates for the information session, RFP question and response period, and the final RFP submittal date. Dates are proposed and staff reserve the right to makes changes as appropriate.

Request for Proposal (Application) Timeline	
Activities	**Date**
Request for Proposal Release	December 31, 2020
Information/Technical Application Workshops (2-3)	Week of Jan. 18, 25, and Feb. 1, 2021
RFP Question Submittal and Response Period	January 1 – February 8, 2021
RDCY Staff Creates Team of Application Readers	January - February 2021
Request for Proposal Deadline	February 19, 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

Next Steps

As RDCY staff continues developing the RFP, we are interested in receiving feedback on the sections discussed today and are available to answer questions from Board members. RDCY staff plans to come back to the Board with the finalized draft sections at a meeting set for December 14, 2020 or December 18, 2020.